Sarawak Timber Industry Development Corporation

STIDC

User Manual

Trader Module

Version 2.1

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Introduction

ePermit is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers, exporters and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

1. **Trader (Importer / Exporter) Module**

   Enabling importers/exporters to apply for permit online and submit their applications for approval via the Internet.

2. **Forwarding Agent Module**

   Enabling appointed forwarding agents to apply for permit online on behalf of the importers / exporters and submit their applications for approval via the Internet.

3. **OGA Module**

   Enabling OGA to investigate, verify, approve and reject the permit applications received and send the updated status of permit applications electronically via the Internet. The module also includes OGA Admin to maintain database information, to manage archive permits and to generate daily statistical reports online and offline.

In this guide, you will have a deeper understanding of **ePermit STIDC** system with step by step help. By the end of this guide, you will benefit from the system as it reduces turnaround time, easy to use, convenient and offers multi-tasking.

Conventions

Icon / Button	Description	Function (s)
Login	Login	To log in to the Permit application
Logout	Logout	To log out of the Permit application
Edit Profile	Edit Profile	To edit profile
Help	Help	To view quick guide
Search	Search Text Box	To search for a particular application or item in a list
search	Search	To search for a particular list
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
Add	Add	To add an item to a list or a new application
Attach	Attach	To upload a file as attachment
Remove	Remove	To remove an item from a list
Copy	Copy	Copy an application from the *View Transaction* screen
Reset	Reset	To undo changes
Cancel	Cancel	To exit / return
Close	Close	To close pop-up window
Save	Save	To save changes made
Back	Back	To return to previous page
☐ / ☑	Checkbox	To tick ✓ for selection and untick to deselect

Icon / Button	Description	Function (s)
< / <<	Previous	To go to previous page of a list
> / >>	Next	To go to next page of a list
V	Calendar	To view calendar
5 / Select..	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
September	Month dropdown list box	To navigate and select a particular month
2010	Year dropdown list box	To navigate and select a particular year
View	View	To view details of a particular item
	Radio Button	To select item
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen
	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen

1 Getting Started With ePermit

1.1 Logging In

Before logging in, you must ensure that you have the correct username and password for Single Sign-On (SSO) at MyTradeLink.

You may login via **www.mytradelink.gov.my** or **epermit.dagangnet.com**.

To login, please follow the steps below:

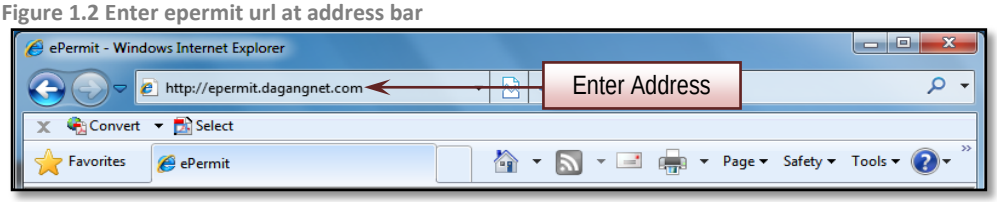
Step 1 Launch Internet Explorer Browser

Figure 1.1 Launch Internet Explorer browser

- In your PC desktop, double click the **Internet Explorer (IE)** to launch it**.**

Step 2 Enter URL (Uniform Resource Locator) At Address Bar

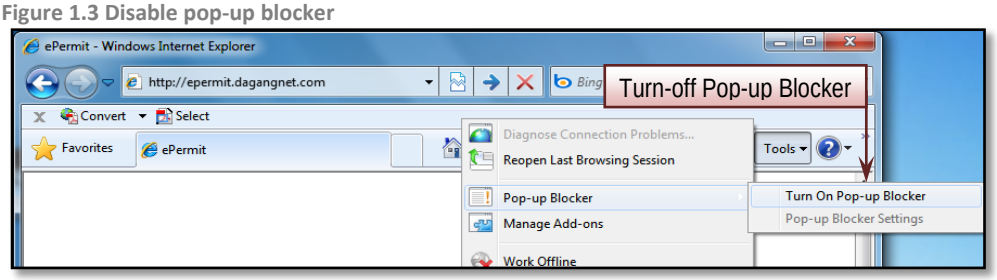
Figure 1.2 Enter epermit url at address bar



- In Internet Explorer, go to address bar.
- Enter: **http://epermit.dagangnet.com**

Step 3 Disabling Pop-up Blocker

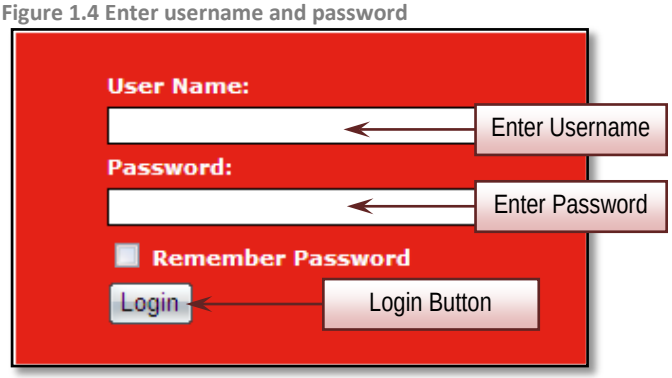
Figure 1.3 Disable pop-up blocker



- From the toolbar, select **Tools > Pop-up Blocker > Turn Off Pop-up Blocker** to disable the **Pop-up Blocker**.

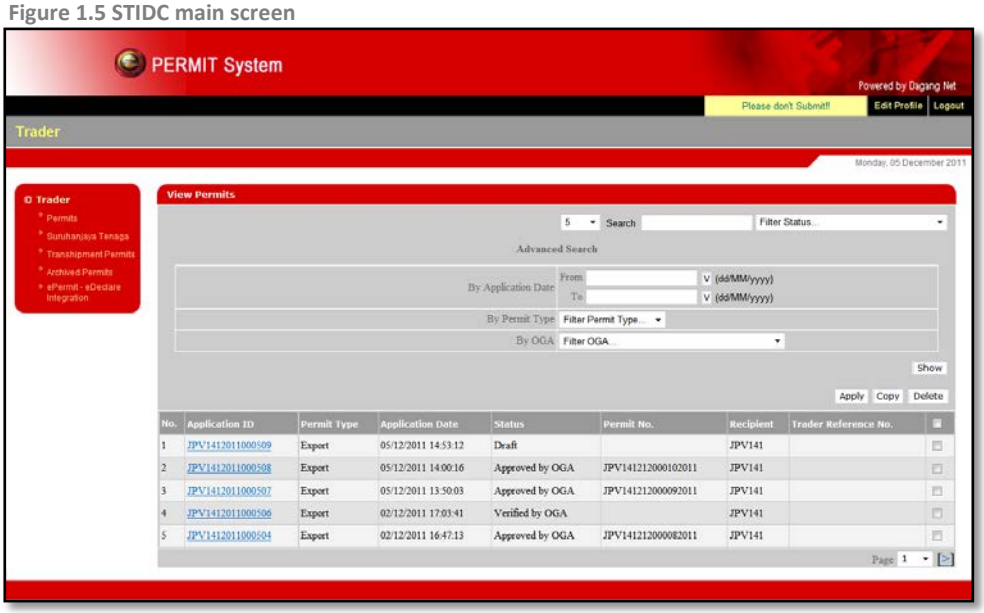
Step 4 Enter Username And Password

Figure 1.4 Enter username and password



1. Enter **Username** and **Password.**
2. Click on the checkbox ☑ **Remember Password** to disable automatic logout if there were no activity above 30 minutes.
3. Click on the Login button to access the system.
4. The system will display the main screen.

Figure 1.5 STIDC main screen



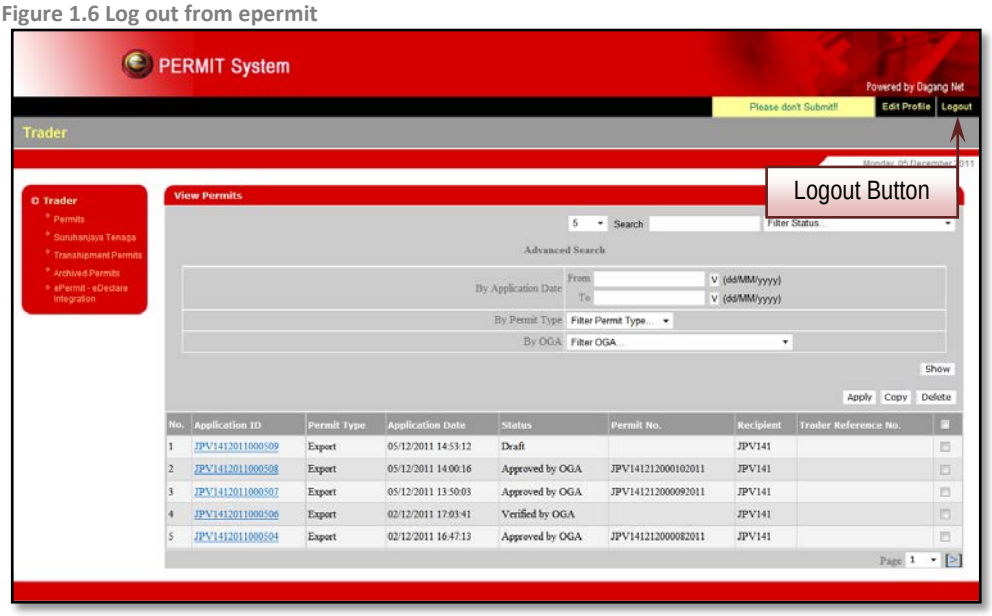
1.2 Logging Out

Once done with permit application, you are advised to logout from ePermit.

To logout, please follow the steps below:

Step 1 Logging Out

Figure 1.6 Log out from epermit



- Click the **Logout** button to logout from **ePermit**.

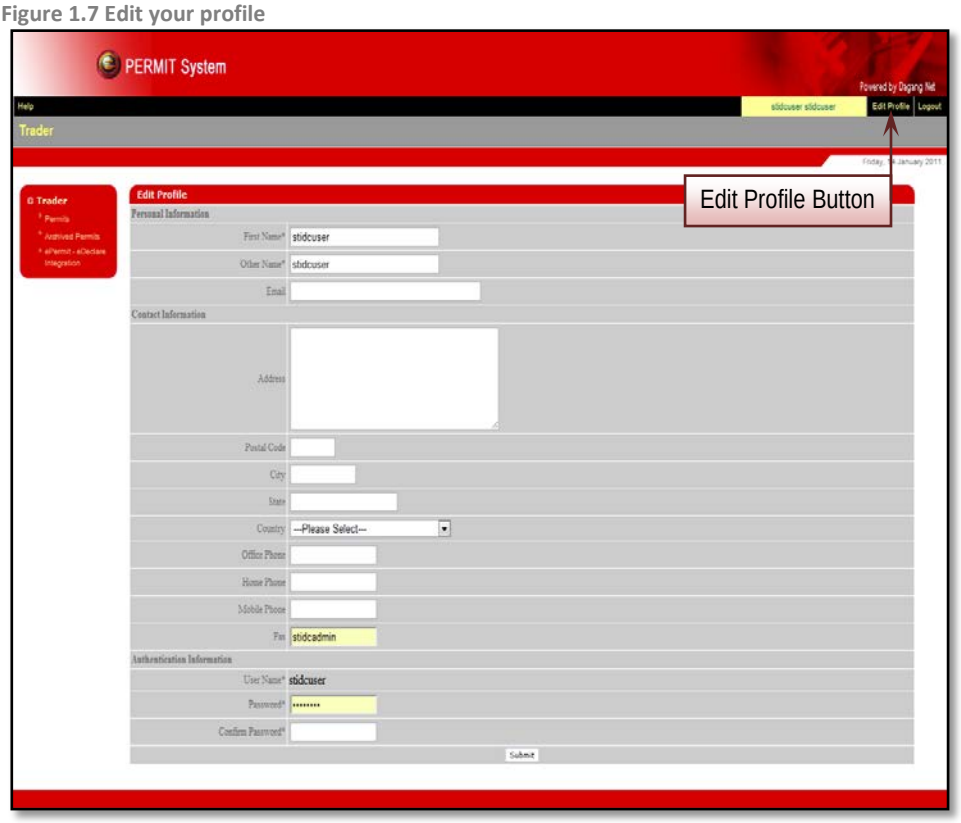
1.3 Trader Profile

In your first successful log in, you may edit your personal information, contact information and authentication information at the Edit Profile screen.

To edit profile, please follow the steps below:

Step 1 Edit Profile

Figure 1.7 Edit your profile



1 To edit your profile, click on the **Edit Profile** button.

2 Enter the necessary information into the field.

NOTE: Item labeled with * are compulsory.

3 To change your password, enter new password in the **Password** field.

Figure 1.8 Enter your password

4 Enter the new password again in the **Confirm Password** field to confirm your password.

Figure 1.9 Reconfirm your password

5 Click on the **Submit** button to submit the profile once done.

2 Permit Application

The system allows you to apply, edit, copy, delete and submit:

- Import Permit
- Export Permit

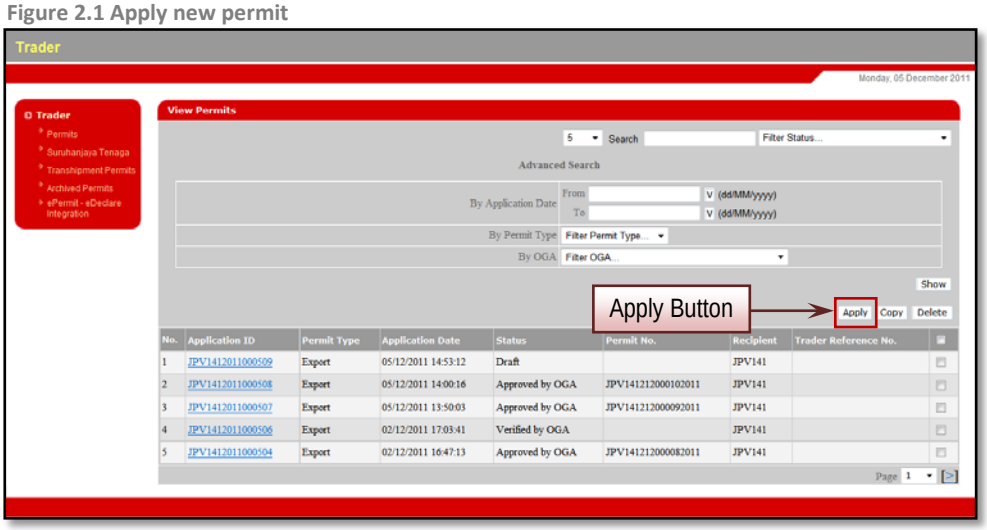
It also allows you to view an application and search for applications.

2.1 Apply Import Permit

To apply for an import permit, please follow the steps below:

Step 1 Apply Permit

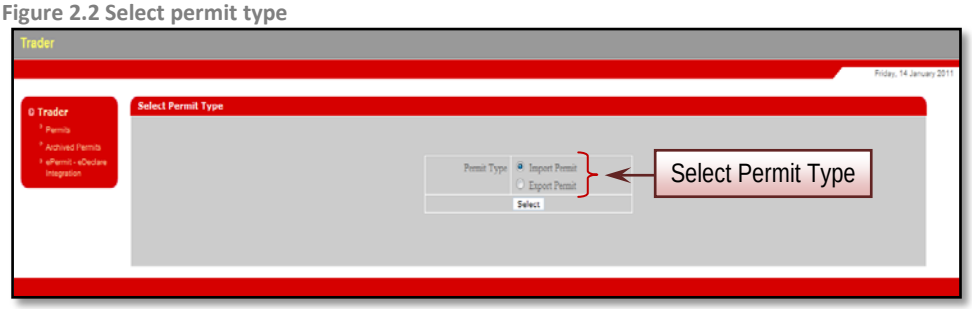
Figure 2.1 Apply new permit



1 Click Apply button to apply for a permit.

Step 2 Select Permit Type

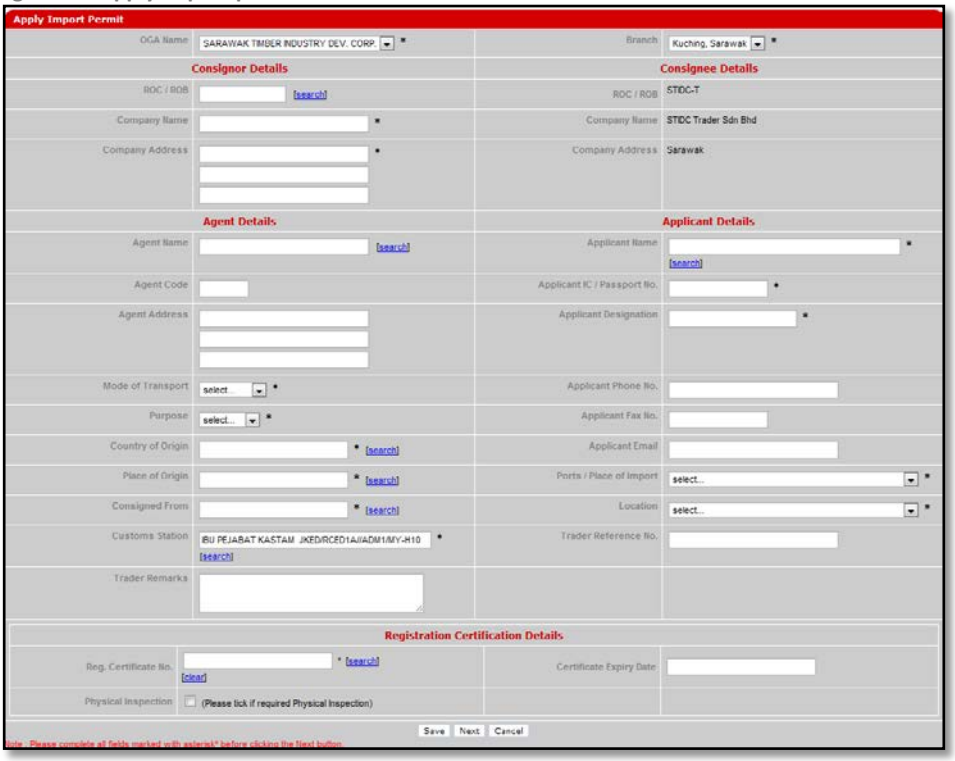
Figure 2.2 Select permit type



1 Select **Permit Type**; e.g. **Import Permit**. Click Select button.

2 **Apply Import Permit** screen appears.

Figure 2.3 Apply import permit screen

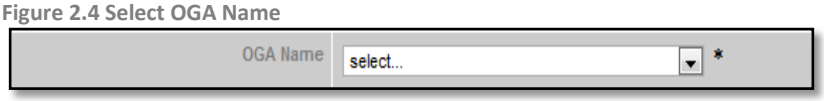


3 This is a standard **Permit Application** screen for all **OGAs** (Customs Department requirement).

NOTE: Items labeled with '*' are compulsory

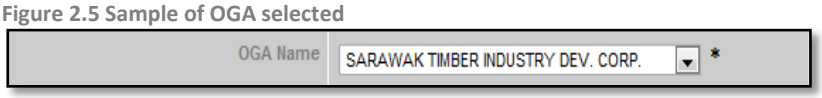
Step 3 Select OGA Name

Figure 2.4 Select OGA Name



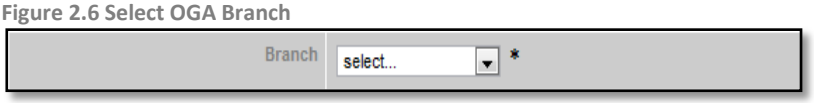
1 Click ▼ to select **OGA Name**; e.g. **SARAWAK TIMBER INDUSTRY DEV. CORP.**

Figure 2.5 Sample of OGA selected



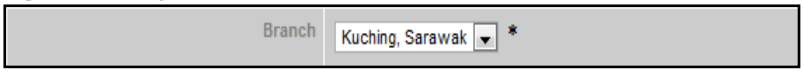
Step 4 Select OGA Branch

Figure 2.6 Select OGA Branch



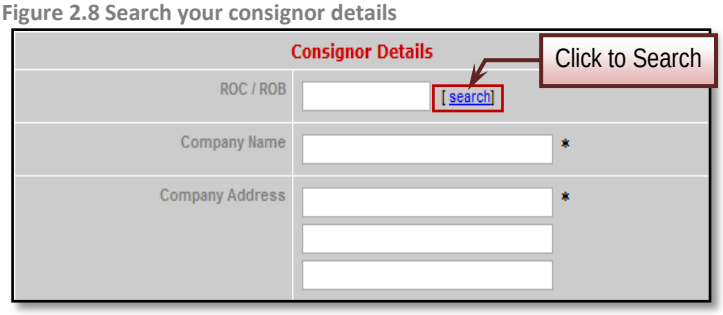
1 Click ▼ to select **OGA Branch**; e.g. **Kuching, Sarawak**.

Figure 2.7 Sample of branch selected



Step 5 Consignor Details Section

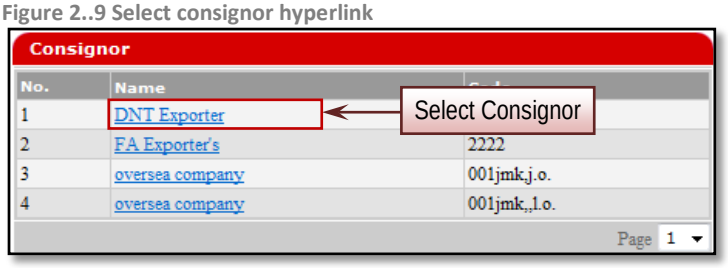
Figure 2.8 Search your consignor details



1 Fill in **Exporter Details** or click [search] to search for **ROC/ROB** data updated in **Admin Module** previously.

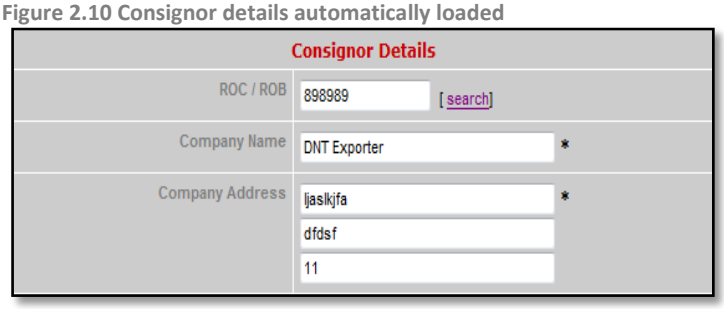
2 **Consignor** pop-up window appears.

Figure 2..9 Select consignor hyperlink



3 Click **Consignor Name** hyperlink.

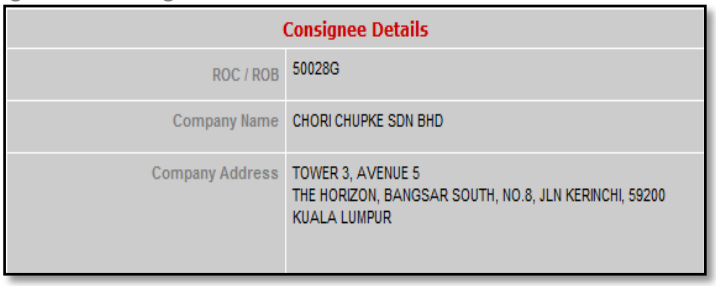
Figure 2.10 Consignor details automatically loaded



4 All fields in **Consignor Details** section will be filled automatically.

Step 6 Consignee Details Section

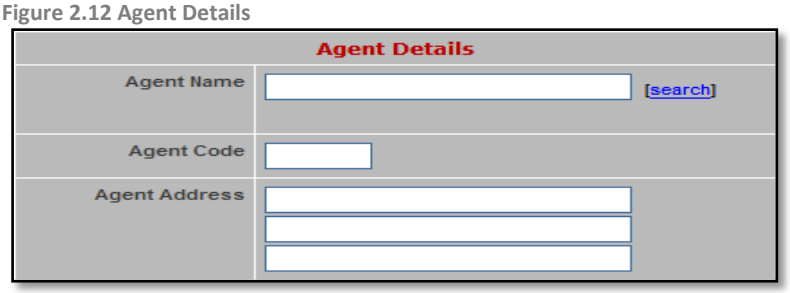
Figure 2.11 Consignee details section



1 **Consignee Details** will be filled by default. It is your company details and cannot be changed.

Step 7 Agent Details Section

Figure 2.12 Agent Details

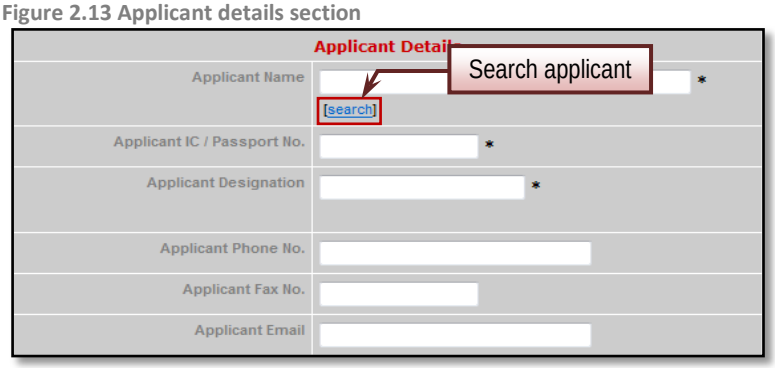


1 **Agent Details** is the **Forwarding/Shipping Agent** information details.

NOTE : This section is not compulsory.

Step 8 Applicant Details Section

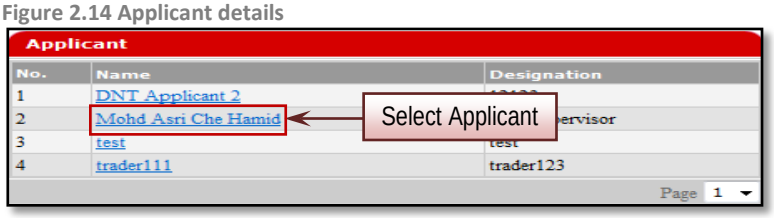
Figure 2.13 Applicant details section



1 Fill in **Applicant Details** or click search button to search for **Applicant** data updated in Admin Module previously.

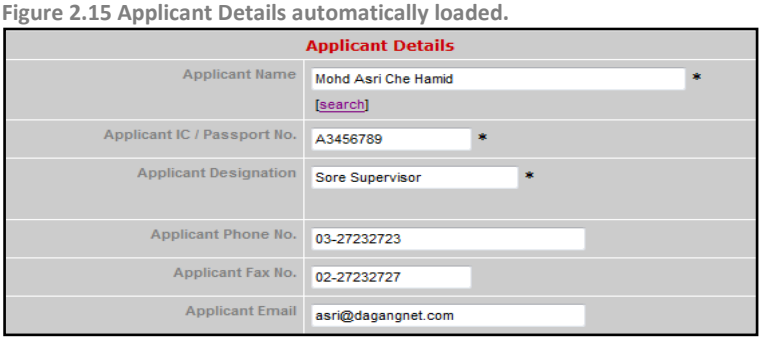
2 **Applicant** pop-up window appears.

Figure 2.14 Applicant details



3 Click **Applicant Name** hyperlink.

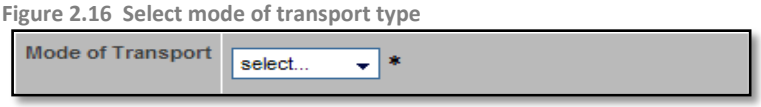
Figure 2.15 Applicant Details automatically loaded.



4 All fields in **Applicant Details** section will be filled automatically.

Step 9 Mode of Transport

Figure 2.16 Select mode of transport type



1 **Mode of Transport** refers to how the goods are being imported to Malaysia.

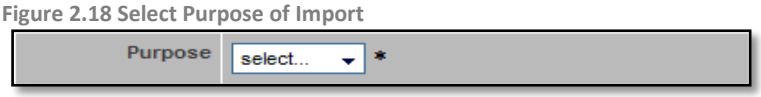
NOTE: Mode of Transport types are Maritime, Rail, Road, Air and Post.

Figure 2.17 Sample of mode of transport selection

2 Click ▼ to select **Mode of Transport**; e.g. **Maritime**.

Step 10 Purpose of Import

Figure 2.18 Select Purpose of Import



1 **Purpose** refers to the purpose of importing the goods to Malaysia.

NOTE: Types of Purpose are Private, Business, Research, Exhibition and Others

Figure 2.19 Sample of purpose selection

2 Click ▼ to select **Purpose**; e.g. **Business**.

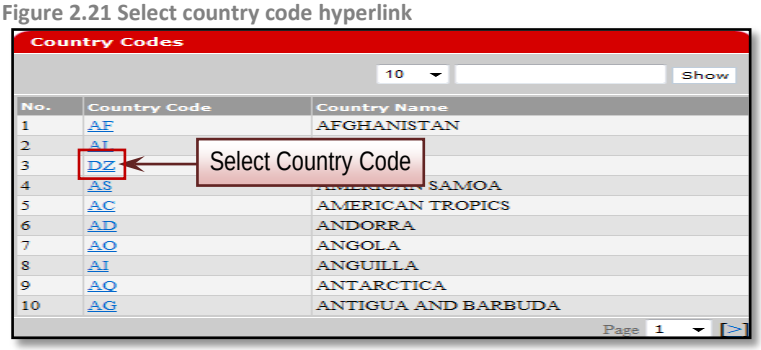
Step 11 Country of Origin

Figure 2.20 Search of country of origin

1 Click [search] button to search for **Country of Origin**.

2 **Country Codes** pop-up window appears.

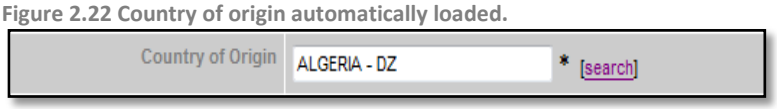
Figure 2.21 Select country code hyperlink



3 Enter **Country Name** or **Country Code** at the text box. Click Show button.

4 Click **Country Code** hyperlink.

Figure 2.22 Country of origin automatically loaded.



5 **Country of Origin** field will be filled automatically.

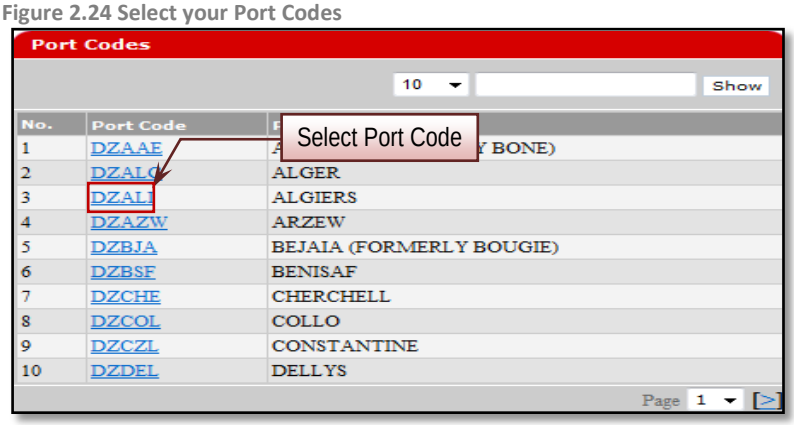
Step 12 Place of Origin

Figure 2.23 Search place of origin.

1 Click [search] button to search for **Place of Origin**.

2 **Port Codes** pop-up window appears.

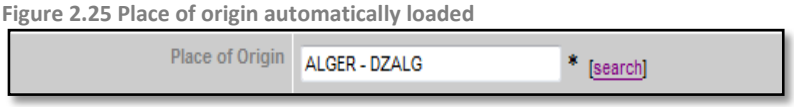
Figure 2.24 Select your Port Codes



3 Enter **Port Name** or **Port Code** at the text box. Click Show button.

4 Click **Port Code** hyperlink

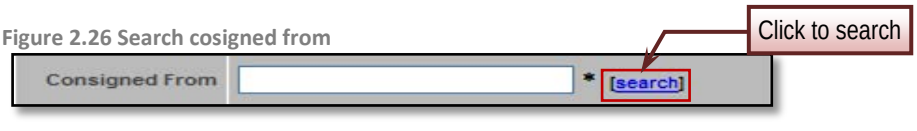
Figure 2.25 Place of origin automatically loaded



5 **Place of Origin** field will be filled automatically.

Step 13 Consigned From

Figure 2.26 Search cosigned from

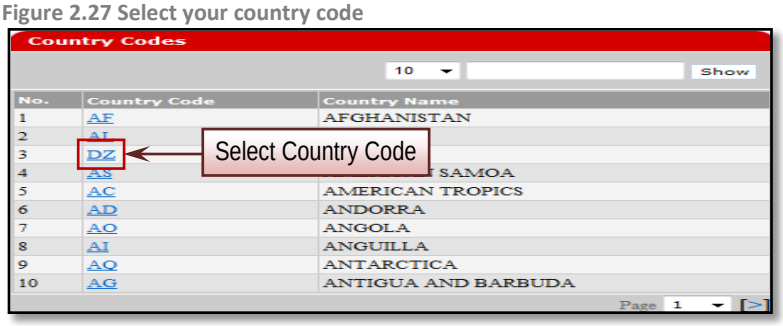


1 Click [search] button to search for **Consigned From**.

NOTE: Consigne From refers to country of transit before consignment reaches the final destination. If there is none, then it is the same as Country of Origin.

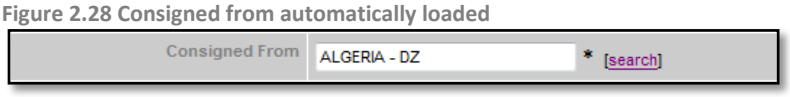
2 **Country Codes** pop-up window appears.

Figure 2.27 Select your country code



3 Click **Country Code** hyperlink.

Figure 2.28 Consigned from automatically loaded



4 **Consigned From** field will be filled automatically.

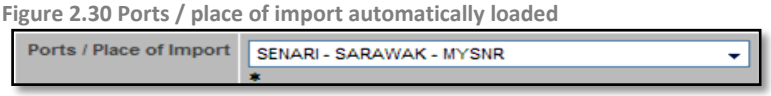
Step 14 Ports / Place of Import

Figure 2.29 Select ports/ place of import

1 **Ports / Place of Import** refers to the **Entry Point**. It should tally with **Mode of Transport**.

NOTE: If Mode of Transport is 'Maritime', Place of Import should be a sea port.

Figure 2.30 Ports / place of import automatically loaded



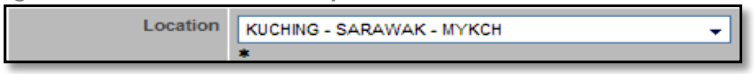
2 Click ▼ to select **Ports / Place of Import**; e.g. **Senari, Sarawak**.

Step 15 Location

Figure 2.31 Select your location

1 **Location** field refers to your office or warehouse.

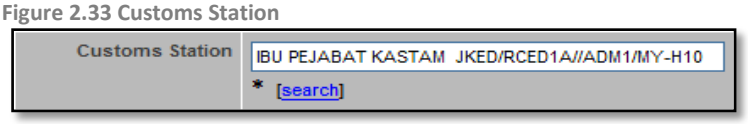
Figure 2.32 Location automatically loaded



2 Click ▼ to select the **Location.**

Step 16 Customs Station

Figure 2.33 Customs Station



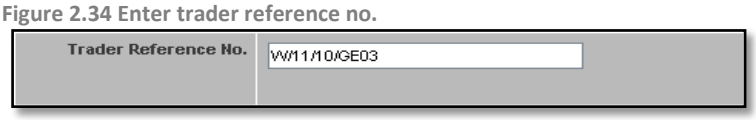
1 All permit applications will be registered at **Sistem Maklumat Kastam**.

2 This is an auto default station.

NOTE: Do not change to other Customs Station.

Step 17 Reference No. and Remarks Field

Figure 2.34 Enter trader reference no.



1 Enter **Trader Reference No.** field.

NOTE: Your reference number to represent this permit application.

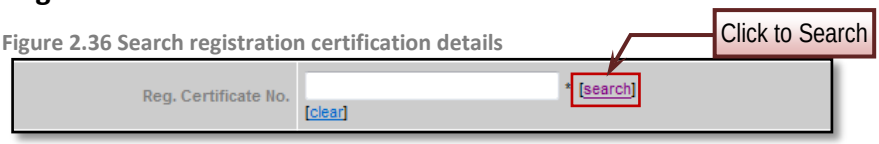
Figure 2.35 Enter trader remarks

2 Enter **Trader Remarks** field.

NOTE: Free remarks by you.

Step 18 Registration Certification Details

Figure 2.36 Search registration certification details

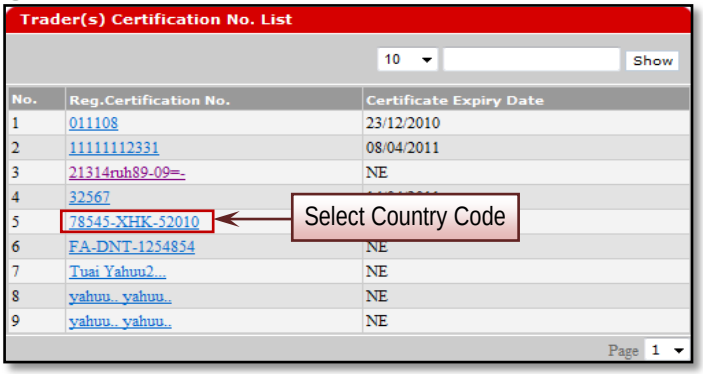


1 Enter **Trader Reference No.** field.

NOTE: Your registration certificate no to represent the registration no.

2 **Trader Certification No.List** pop-up window appears.

Figure 2.37 Select traders certification no. list

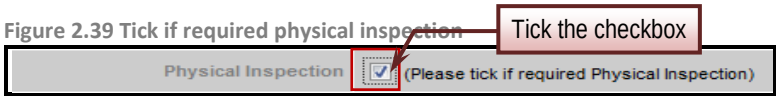


3 Click **Reg. Certification No.** hyperlink.

Figure 2.38

4 **Registration Certification No.** field will be filled automatically.

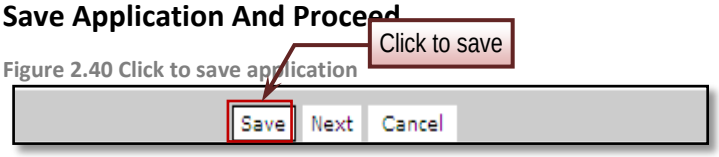
Figure 2.39 Tick if required physical inspection



5 Please tick ☑ at Physical Inpection if required.

Step 19 Save Application And Proceed

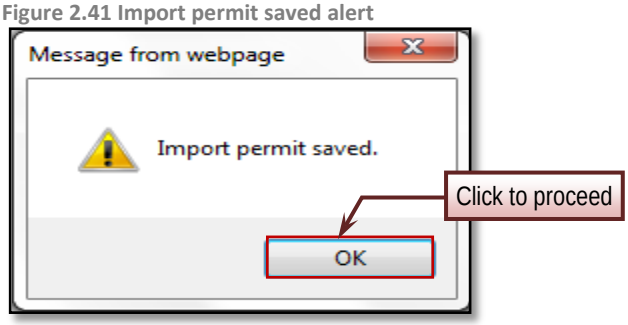
Figure 2.40 Click to save application



1 Click Next to proceed **or** click Save to save the aplication **or** click Cancel to abort.

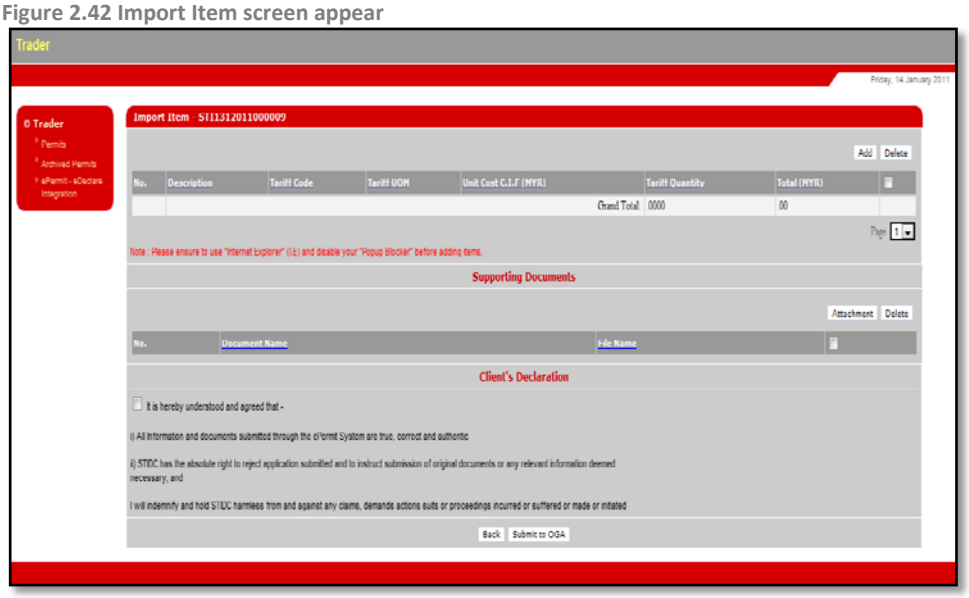
2 **Import Permit Saved** message window appears.

Figure 2.41 Import permit saved alert



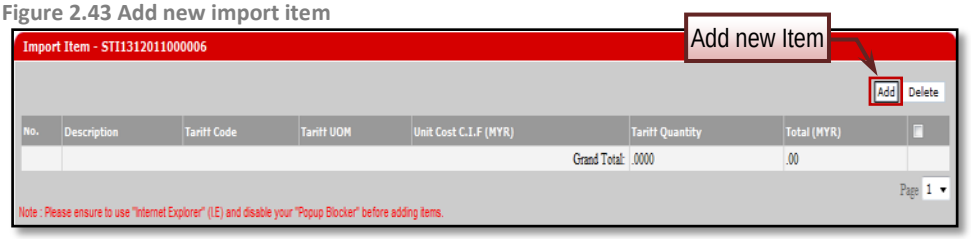
3 Click OK button to proceed to **Import Item** screen.

Figure 2.42 Import Item screen appear



Step 20 Add Import Item

Figure 2.43 Add new import item



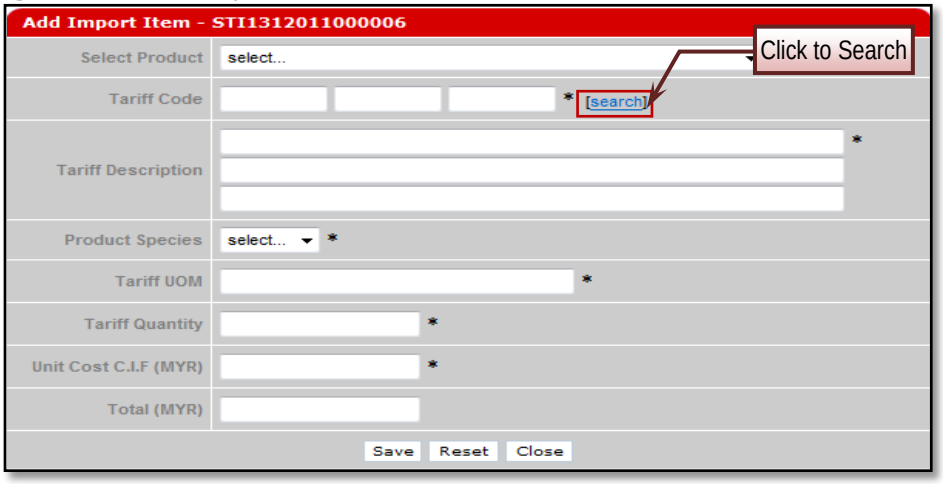
1 Click Add button to add **Import Item**.

NOTE: Only THREE (3) item per permit.

2 **Add Import Item** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

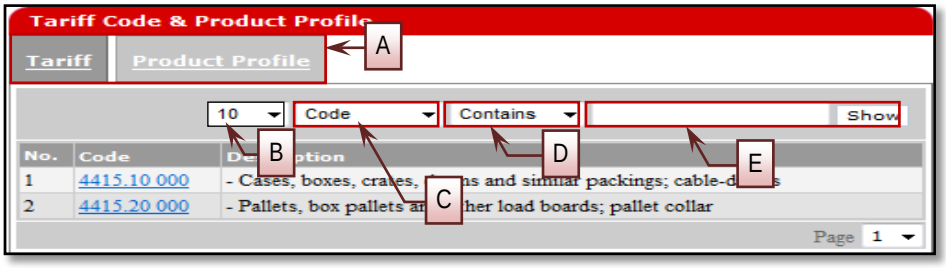
Figure 2.44 Add new import item screen



3 Select to select Product .

4 Click [search] button to search for **Tariff Code**.

Figure 2.45 Tariff code & Product profile appear



	Description
A	AHTN or Tariff and Product Profile tab
B	To show the number of records on each page
C	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With; Depended on Code or Description
E	Entry to search for an item

5 Select **Tariff** or **Product Profile** tab.

NOTE: If Country of Origin is one of ASEAN countries, AHTN tab appears, else Tariff

tab will appear.

6 Select filter by **Code** or **Description**.

7 Select filter by **Contains** or **Exact** or **Start With** or **End With**.

8 Select a tariff code and click **Code** or **Product Code** hyperlink.

9 **Tariff Code**, **Tariff Description** and **Tariff UOM** field will be filled automatically.

10 Click search button to search for **Common Name**.

11 Select to select **Product Species**.

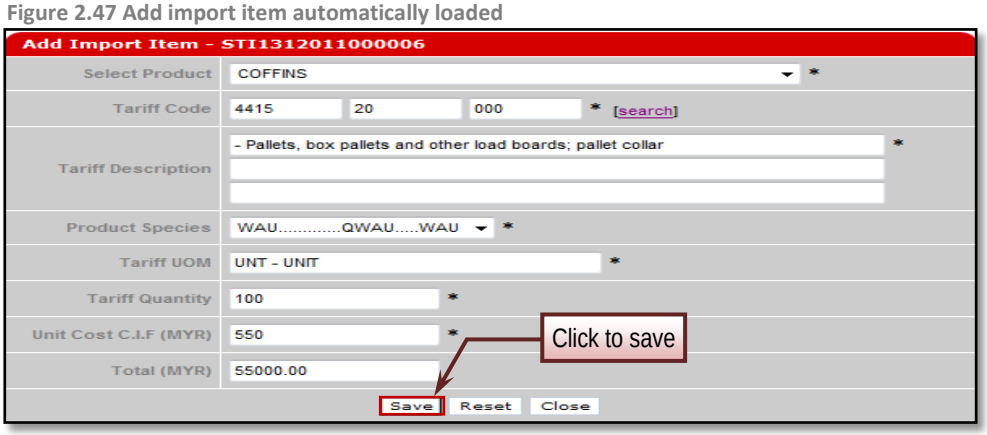
Figure 2.46 Select product species

12 **Enter Tariff** Quantity field.

13 Enter **Unit Cost C.I.F (MYR)** field.

14 **Total (MYR)** will automatically count the amount.

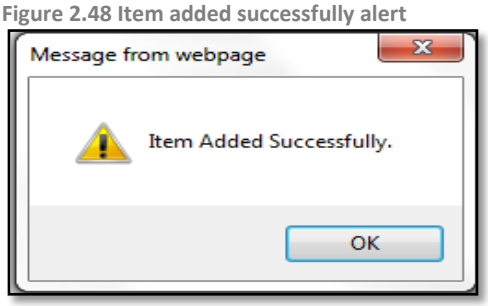
Figure 2.47 Add import item automatically loaded



15 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

16 If you click Save button, **Import Item Added** message window appears.

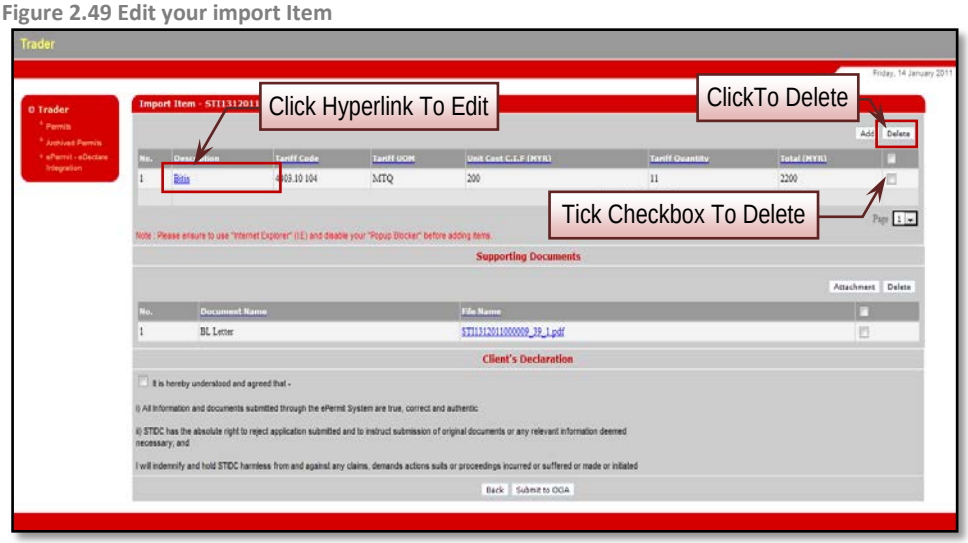
Figure 2.48 Item added successfully alert



17 Click OK button to proceed.

Step 21 Edit or Delete Import Item

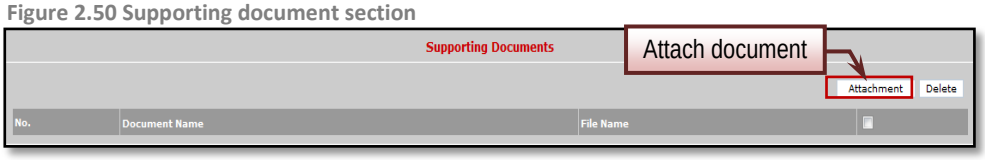
Figure 2.49 Edit your import Item



1 Click **Item** hyperlink to edit **Import Items** or tick ☑ checkbox and click Delete button to remove **Import Items**.

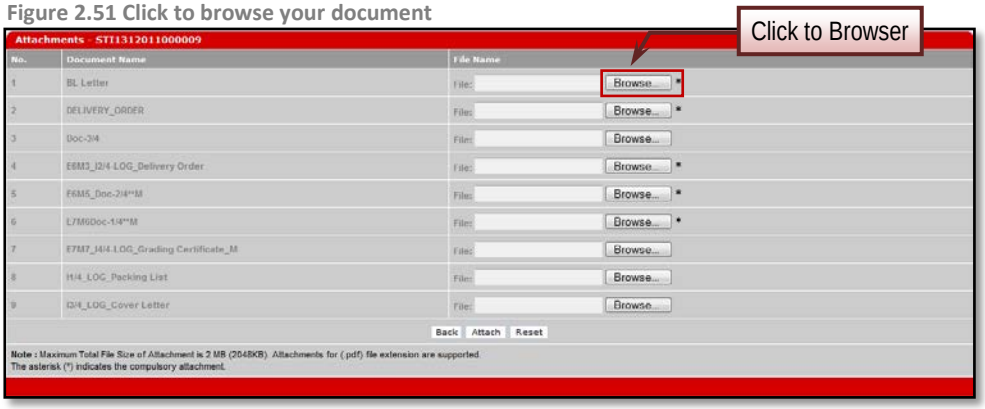
Step 22 Attachment of Supporting Document

Figure 2.50 Supporting document section



1 Click Attachment button to attach supporting document.

Figure 2.51 Click to browse your document

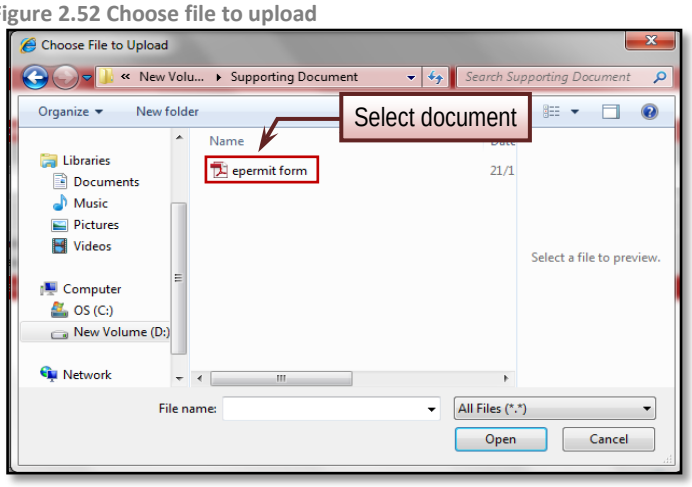


2 **Attachments** screen appears as shown.

3 Click Browse... button to select the suppporting documents file from your PC for attachment.

NOTE: Items labeled with '*' are compulsory

Figure 2.52 Choose file to upload



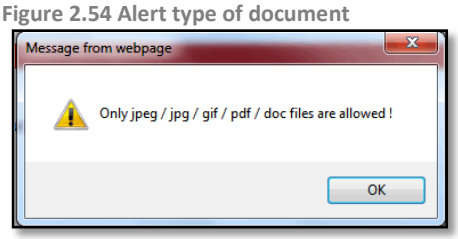
4 Select the file to be attached.

Figure 2.53 Please wait while attachment is loading

5 Attachment screen to attach file(s) appears as shown.

6 If a message screen appears as below, the file you have attached is not in the listed format.

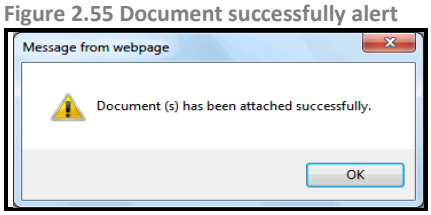
Figure 2.54 Alert type of document



7 Your file(s) must be in the listed format before you can proceed any further.

8 Attach the correct format file to proceed.

Figure 2.55 Document successfully alert

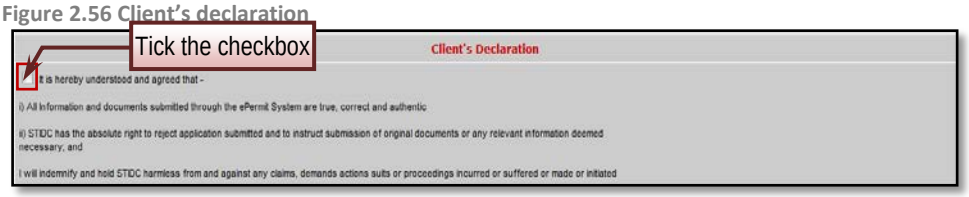


9 Message screen appears notifying the docoument(s) has been attached successfully.

10 Click OK to return to **Edit Supporting Document.**

Step 23 Client's Declaration

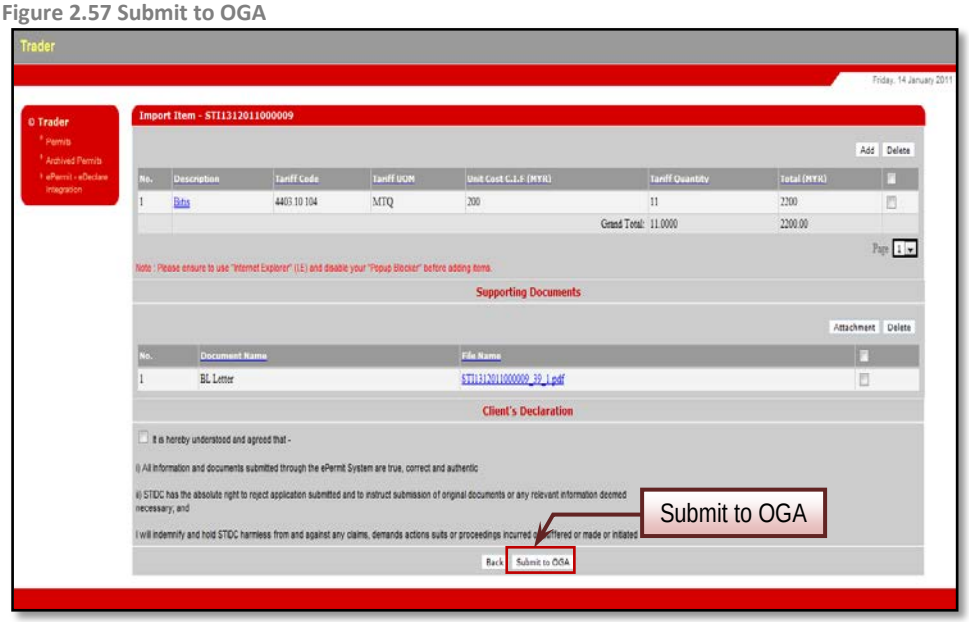
Figure 2.56 Client's declaration


Tick the checkbox
Client's Declaration
It is hereby understood and agreed that -
i) All information and documents submitted through the ePermit System are true, correct and authentic
ii) STIDC has the absolute right to reject application submitted and to instruct submission of original documents or any relevant information deemed necessary, and
I will indemnify and hold STIDC harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated

1 Click tick ☑ checkbox to agree the declaration.

Step 24 Submission To OGA

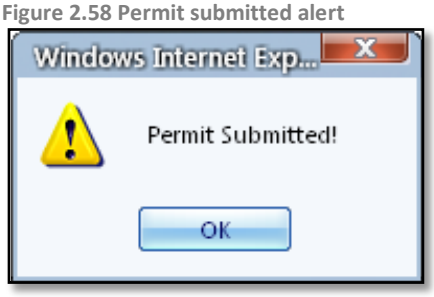
Figure 2.57 Submit to OGA


Trader
Import Item - STI1312011000009
Supporting Documents
Client's Declaration
It is hereby understood and agreed that -
i) All information and documents submitted through the ePermit System are true, correct and authentic
Submit to OGA

1 Click Submit to OGA button to submit.

2 **Permit Submitted** message window appears.

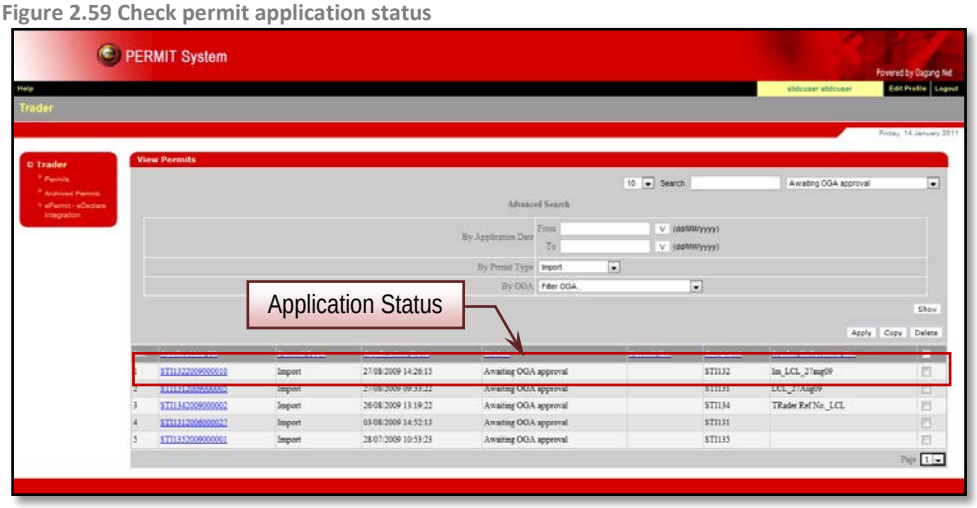
Figure 2.58 Permit submitted alert



3 Click OK button to proceed.

Step 25 Check Permit Application Status After Submission

Figure 2.59 Check permit application status



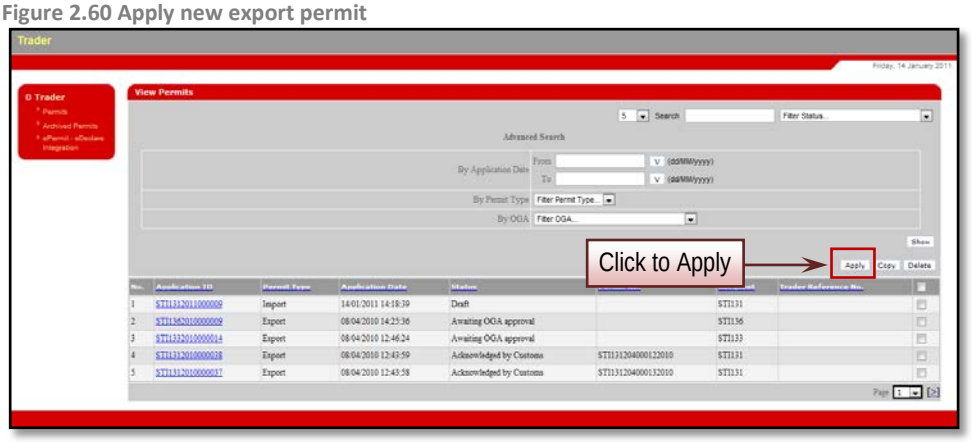
1 You can check **Permit Application Status** at **View Permits** screen.

2.2 Apply Export Permit

To apply for an export permit, please follow the steps below:

Step 1 Apply Permit

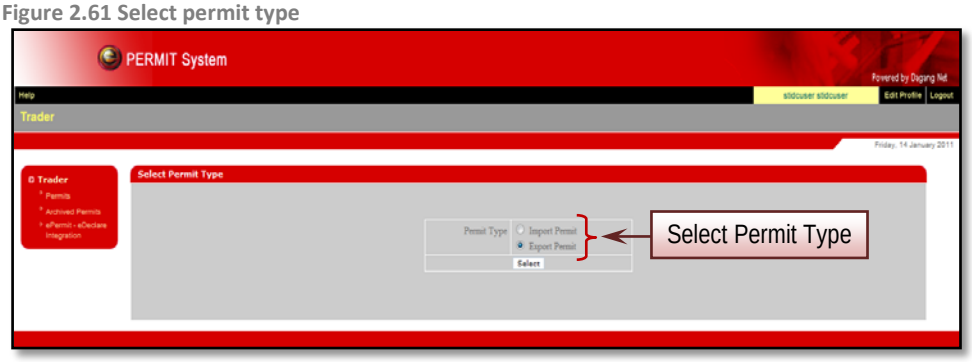
Figure 2.60 Apply new export permit



1 Click Apply button to apply for a permit.

Step 2 Select Permit Type

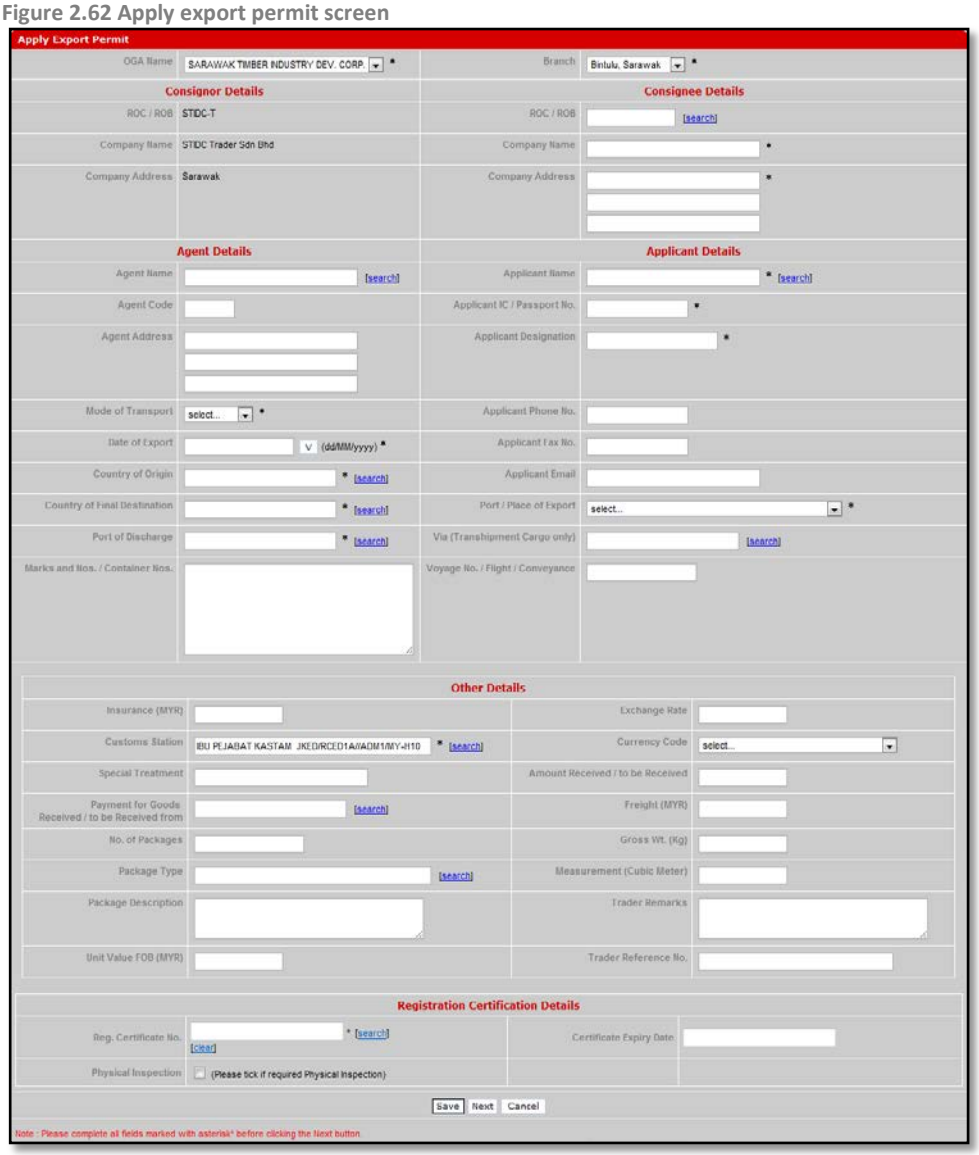
Figure 2.61 Select permit type



1 Select **Permit Type**; e.g. **Export Permit**. Click Select button.

2 **Apply Export Permit** screen appears.

Figure 2.62 Apply export permit screen

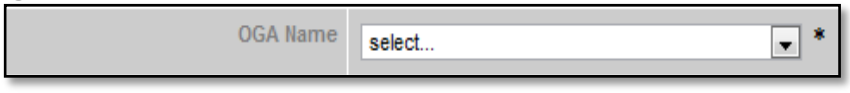


3 This is a standard **Permit Application** screen for all **OGAs** (Customs Department requirement).

NOTE: Items labeled with '*' are compulsory

Step 3 Select OGA Name

Figure 2.63 Select OGA Name



1 Click ▼ to select **OGA Name**; e.g. **SARAWAK TIMBER INDUSTRY DEV. CORP**.

Figure 2.64 OGA Name selected

2 **Additional Details** section appears below **Other Details** section.

Step 4 Select OGA Branch

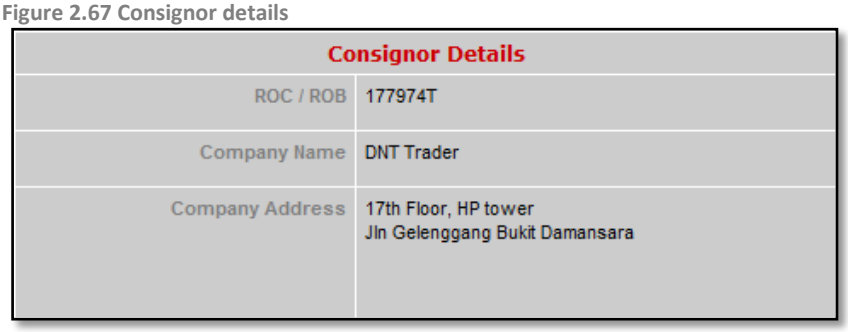
Figure 2.65 Select OGA Branch

1 Click ▼ to select **OGA Branch**; e.g. **Bintulu, Sarawak**.

Figure 2.66 Branch selected

Step 5 Consignor Details

Figure 2.67 Consignor details



1 **Consignor Details** will be filled by default. It is your company details and cannot be changed.

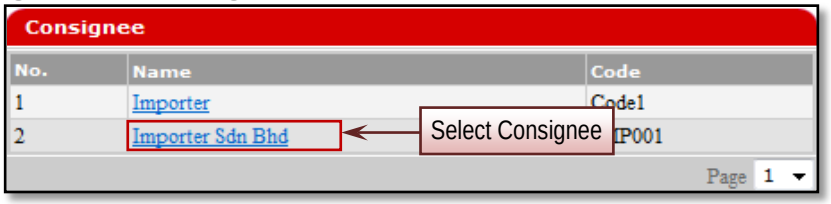
Step 6 Consignee Details

Figure 2.68 Search consignee details

1 Fill in **Importer Details** or click search to search for **ROC/ROB** data updated in Admin Module previously.

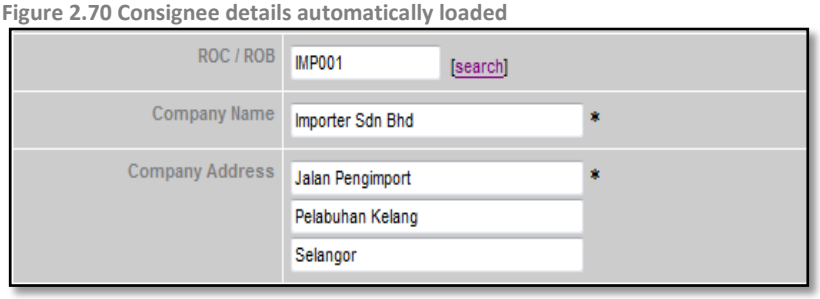
2 **Consignee** pop-up window appears.

Figure 2.69 Select consignee



3 Click **Consignee** hyperlink.

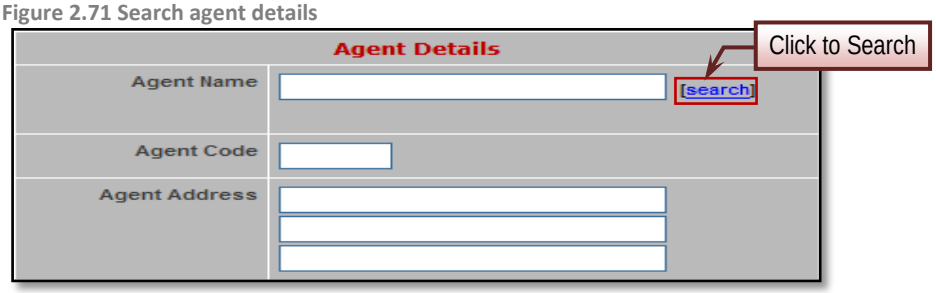
Figure 2.70 Consignee details automatically loaded



4 All fields in **Consignee Details** section will be filled automatically.

Step 7 Agent Details Section

Figure 2.71 Search agent details

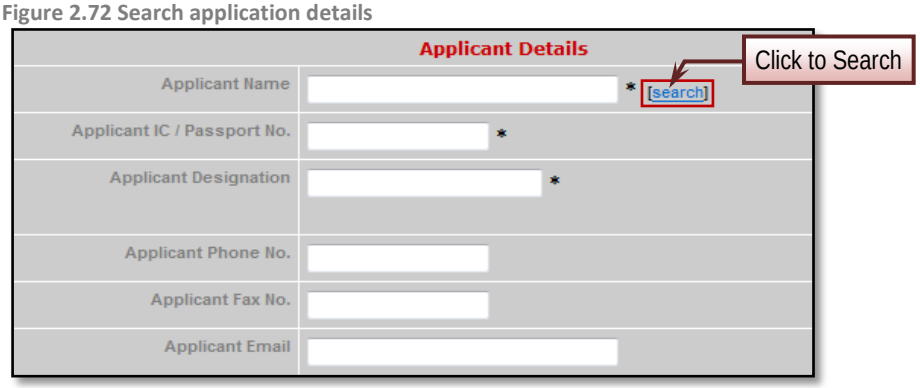


1 **Agent Details** is the **Forwarding/Shipping Agent** information details.

NOTE : This section is not compulsory.

Step 8 Applicant Details Section

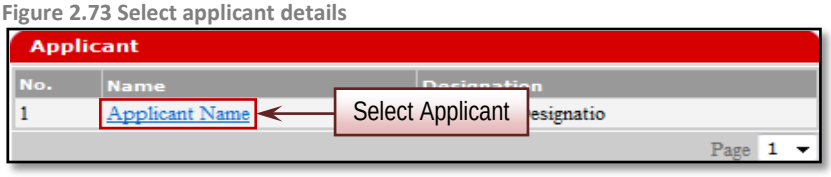
Figure 2.72 Search application details



1 Fill in **Applicant Details** or click [search] button to search for **Applicant** data updated in Admin Module previously.

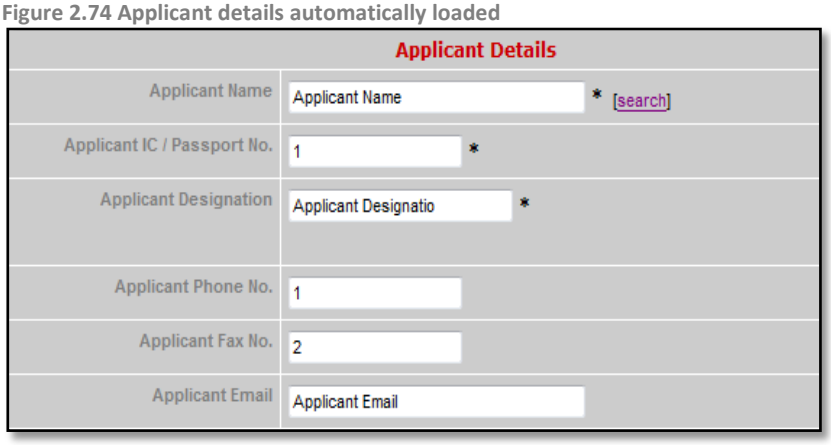
2 **Applicant** pop-up window appears.

Figure 2.73 Select applicant details



3 Click **Applicant Name** hyperlink.

Figure 2.74 Applicant details automatically loaded



4 All fields in **Applicant Details** section will be filled automatically.

Step 9 Mode of Transport

Figure 2.75 Select mode of transport

1 **Mode of Transport** refers to how the goods are being imported to Malaysia.

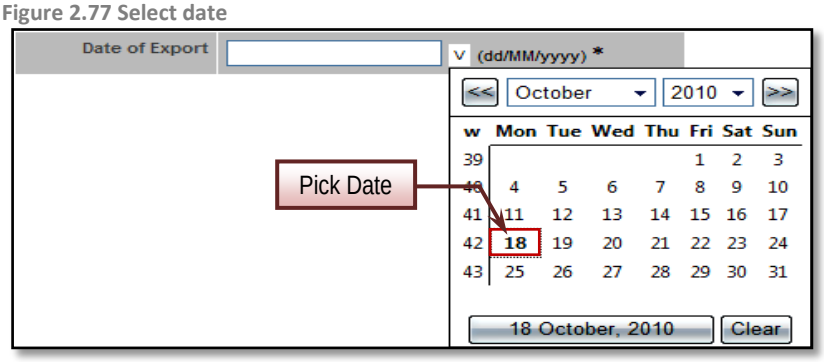
NOTE: Mode of Transport types are Maritime, Rail, Road, Air and Post.

Figure 2.76 Mode of transport selected

2 Click ▼ to select **Mode of Transport**; e.g. **Maritime**.

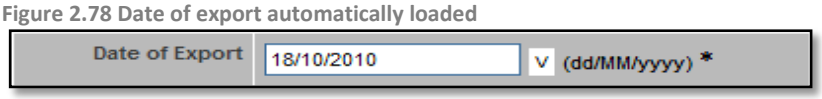
Step 10 Date of Export

Figure 2.77 Select date



1 Click V button to select **Date of Export**.

Figure 2.78 Date of export automatically loaded



2 **Date of Export** field will be filled automatically.

Step 11 Country of Origin

Figure 2.79 Search country of origin

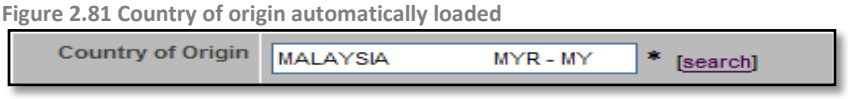
1 Click [search] button to search for **Country of Origin**.

2 **Country Codes** pop-up window appears.

Figure 2.80 Select country codes

3 Click **Country Code** hyplerlink.

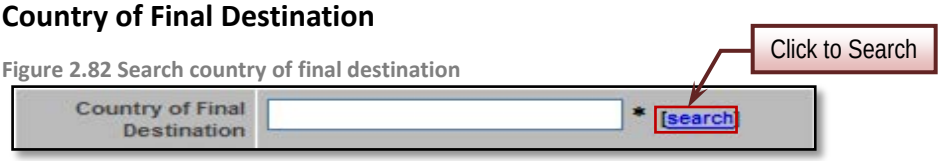
Figure 2.81 Country of origin automatically loaded



4 **Country of Origin** field will be filled automatically.

Step 12 Country of Final Destination

Figure 2.82 Search country of final destination



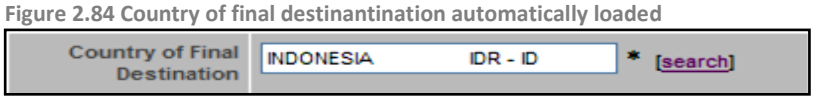
1 Click [search] button to search for **Country of Final Destination**.

2 **Country Codes** pop-up window appears as shown below.

Figure 2.83 Select country codes

3 Click **Country Code** hyperlink.

Figure 2.84 Country of final destinantination automatically loaded



4 **Country of Final Destination** field will be filled automatically.

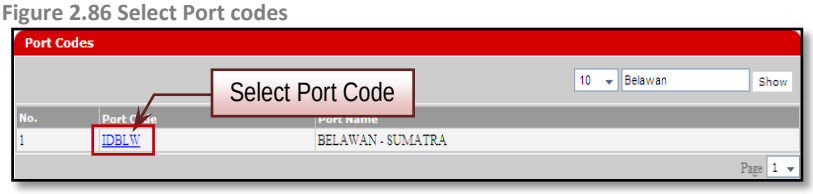
Step 13 Port of Discharge

Figure 2.85

1 Click [search] button to search for **Port of Discharge.**

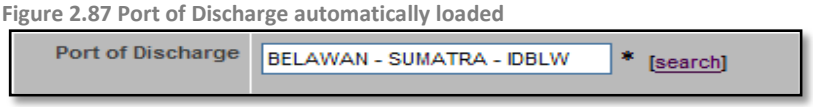
2 **Port Codes** pop-up window appears.

Figure 2.86 Select Port codes



3 Click **Port Code** hyperlink.

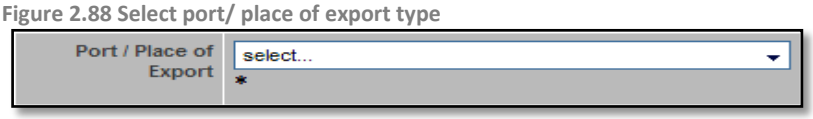
Figure 2.87 Port of Discharge automatically loaded



4 **Port of Discharge** field will be filled automatically.

Step 14 Port / Place of Export

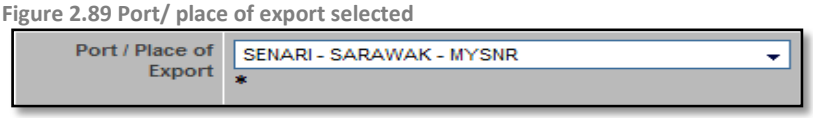
Figure 2.88 Select port/ place of export type



1 **Port/Place of Export** refers to the place of **Exit Point** for **Export**. It should tally with **Mode of Transport**.

NOTE: If Mode of Transport is 'Maritime', Place of Import should be a sea port.

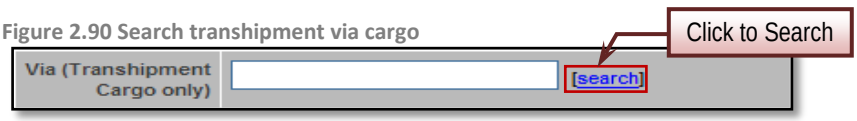
Figure 2.89 Port/ place of export selected



2 Click ▼ to select **Port/Place of Export.**

Step 15 Via (Transhipment Cargo Only)

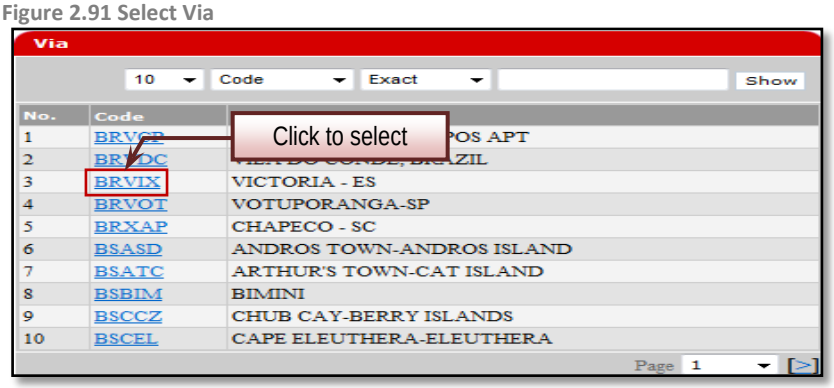
Figure 2.90 Search transhipment via cargo



1 Click [search] to view **Via** pop-up window.

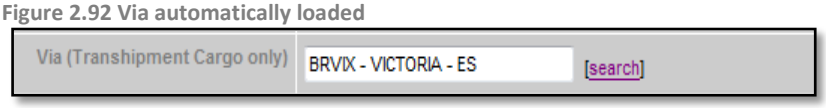
NOTE: You are advised to fill in if your goods go via Transshipment.

Figure 2.91 Select Via



2 Click **via Code** hyperlink.

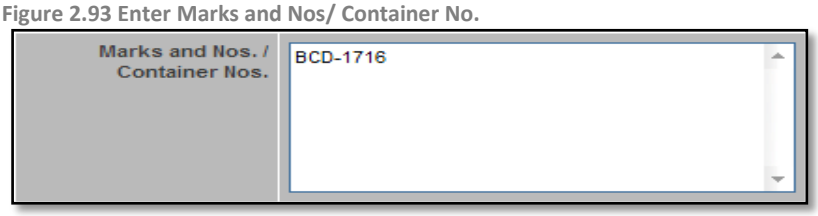
Figure 2.92 Via automatically loaded



3 **Transhipment Cargo only** field will be filled automatically.

Step 16 Marks and Nos. / Container Nos.

Figure 2.93 Enter Marks and Nos/ Container No.



1 Enter the **Marks and Nos. / Container Nos.**

NOTE: This is a free text column.

Step 17 Voyage No. / Flight / Conveyance

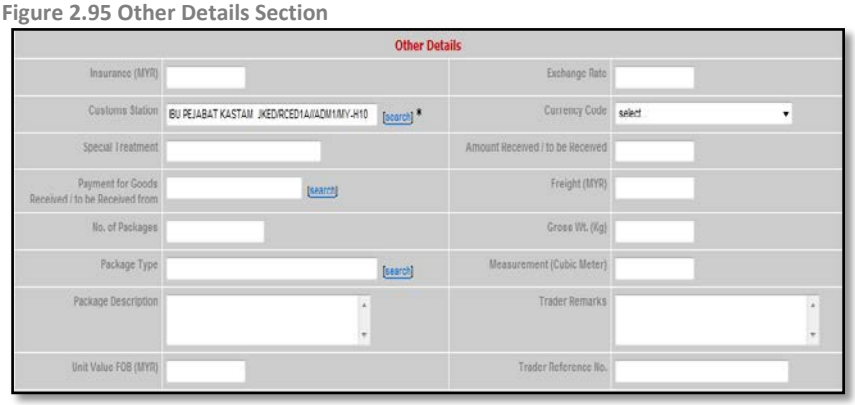
Figure 2.94 Enter Coyage No. / Floght / Conveyance

1 Enter **Voyage No. / Flight / Conveyance**.

NOTE: This is a free text column.

Step 18 Other Details Section

Figure 2.95 Other Details Section



1 Please fill in the fields.

NOTE: It is advisable not to change the Customs Station.

Step 19 Registration Certification Details

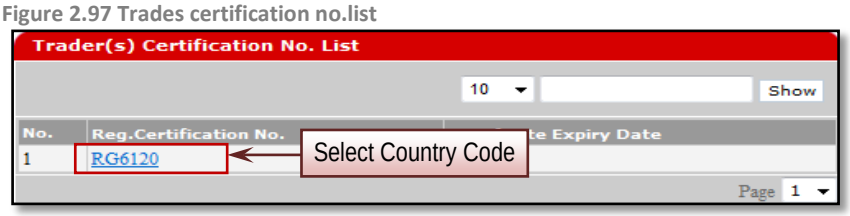
Figure 2.96 Registration Certification Details

1 Enter **Trader Reference No.** field.

NOTE: Your registration certificate no to represent the registration no.

2 **Trader Certification No.List** pop-up window appears.

Figure 2.97 Trades certification no.list



3 Click **Reg. Certification No.** hyperlink.

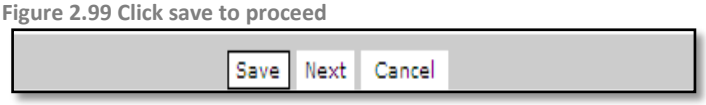
Figure 2.98 Reg. Certification No. automatically loade

4 **Registration Certification No.** field will be filled automatically.

Please tick ☑ at Physical Inpection if required.

Step 20 Save Application And Proceed

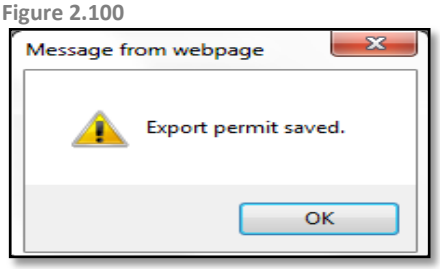
Figure 2.99 Click save to proceed



1 Click Next to proceed **or** click Save to save the aplication **or** click Cancel to abort.

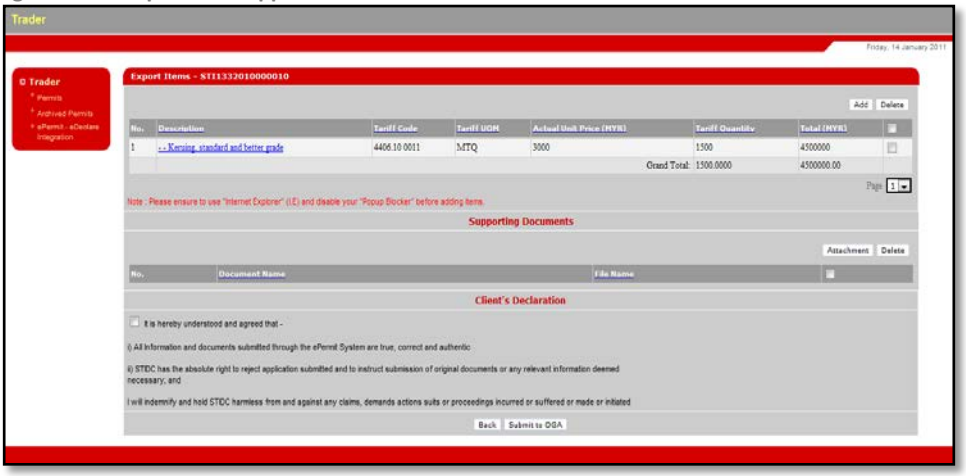
2 **Export Permit Saved** message window appears.

Figure 2.100



3 Click OK button to proceed to **Export Item** screen.

Figure 2.101 Export Item appear



Step 21 Add Export Item

Figure 2.102 Add export item appear

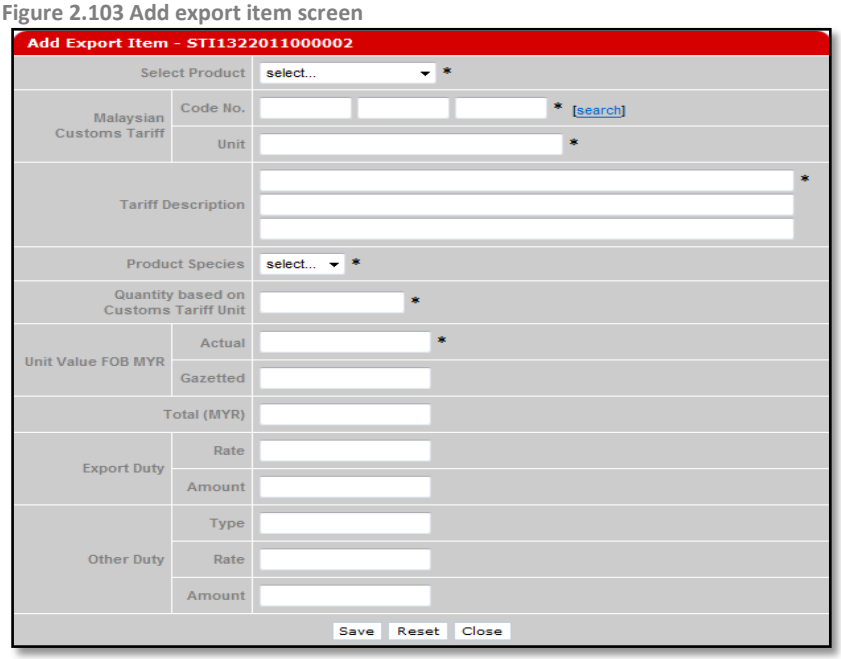
1 Click Add button to add **Export Item**.

NOTE: Only ONE(1) item per permit.

2 **Add Export Item** pop-up window appears.

NOTE: Items labeled with '*' are compulsory.

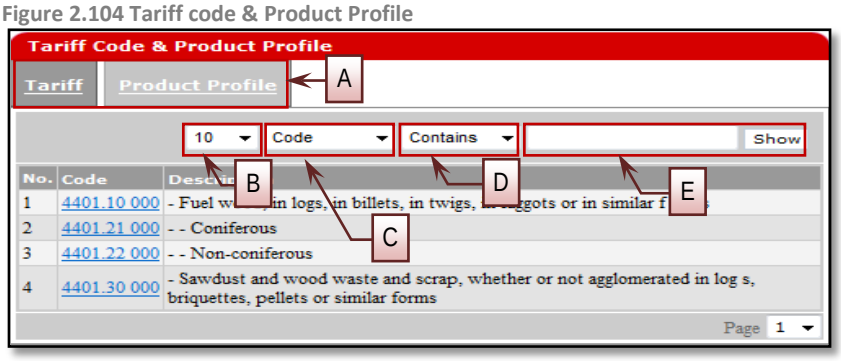
Figure 2.103 Add export item screen



3 Select to select Product .

4 Click [search] button to search for **Malaysian Customs Tariff Code**.

Figure 2.104 Tariff code & Product Profile



	Description
A	AHTN or Tariff and Product Profile tab
B	To show the number of records on each page
C	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With; Depended on Code or Description
E	Entry to search for an item

5 Select **Tariff** or **Product Profile** tab.

NOTE: If Country of Origin is one of ASEAN countries, AHTN tab appears, else Tariff tab will appear.

6 Select filter by **Code** or **Description**.

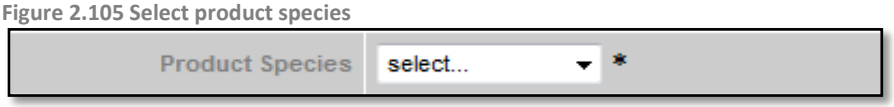
7 Select filter by **Contains** or **Exact** or **Start With** or **End With**.

8 Select a tariff code and click **Code** or **Product Code** hyperlink.

9 **Malaysian Customs Tariff (Code No. & Unit)** and **Tariff Description** field will be filled automatically.

10 Select ▼ to select Product Species.

Figure 2.105 Select product species



11 Enter the **Quantity based on Customs Tariff Unit** field.

12 Enter Value **FOB MYR** field.

13 Enter **quantity based on MTQ** field

14 Enter value **FOB MYR (per MTQ)** field

NOTE: If UOM=KGM or TNE, please declare quantity and Unit Cost based on MTQ (Cubic Metre)

NOTE: Items labeled with '*' are compulsory.

15 Add export Item will automatically fill.

Figure 2.106 Sample of add export item shown

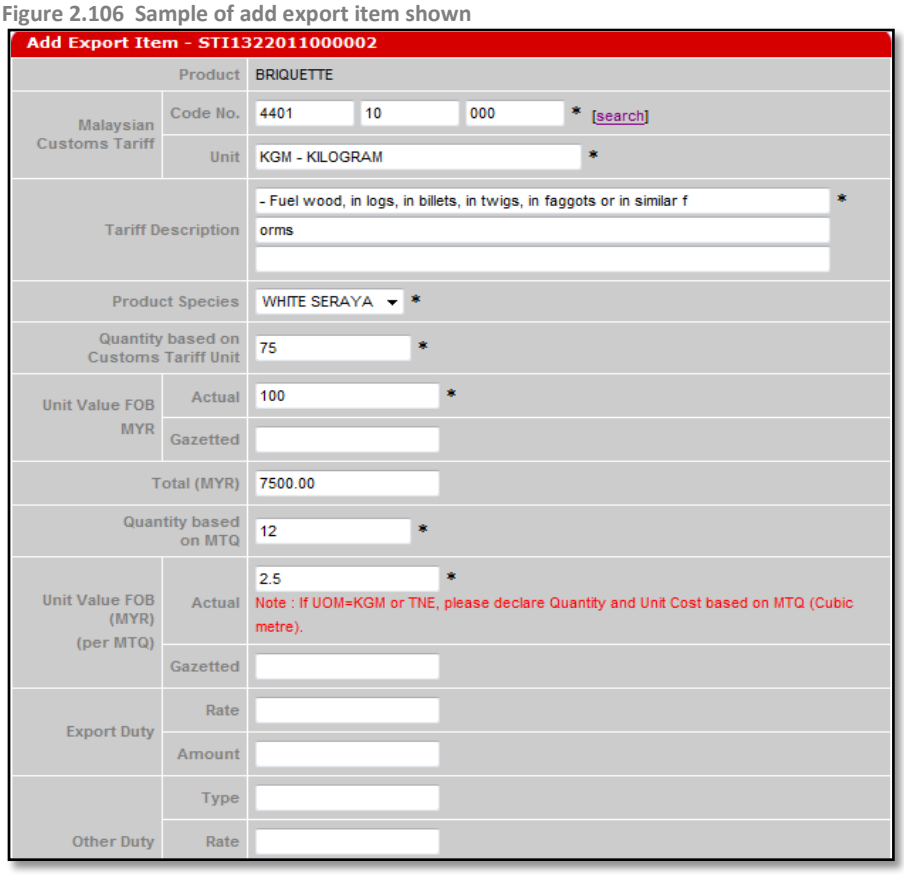


Figure 2.107 Click save to proceed

16 Click Save to save **or** click Reset to clear fields **or** click Close to exit.

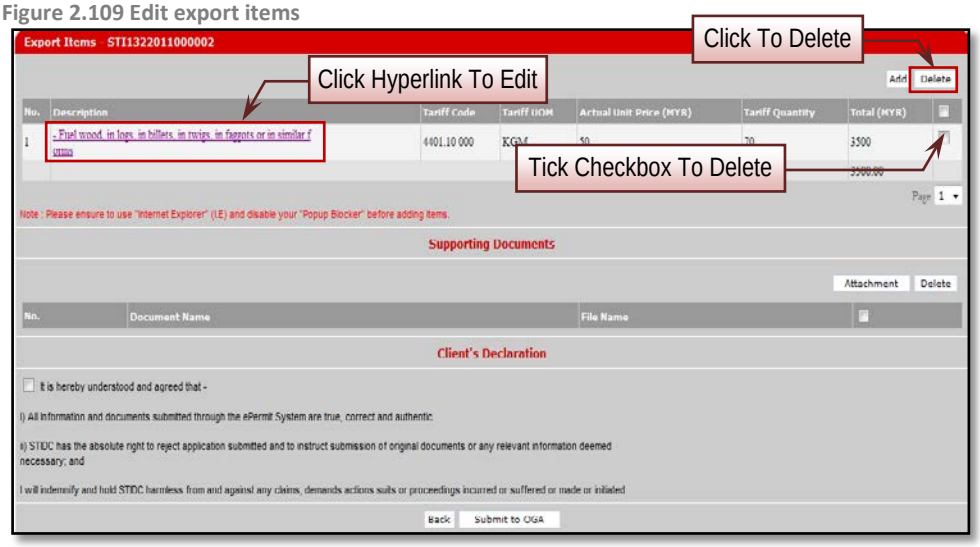
17 If you click Save button, **Export Item Added** message window appears.

Figure 2.108 Export item added alert

18 Click OK button to proceed.

Step 22 Edit / Delete Export Item

Figure 2.109 Edit export items


Click To Delete
Click Hyperlink To Edit
Tick Checkbox To Delete
Export Items - STI1322011000002
Add
Delete
No.
Description
Tariff Code
Tariff UOM
Actual Unit Price (MYR)
Tariff Quantity
Total (MYR)
Page 1
Note : Please ensure to use "Internet Explorer" (IE) and disable your "Popup Blocker" before adding items.
Supporting Documents
Attachment
Delete
No.
Document Name
File Name
Client's Declaration
It is hereby understood and agreed that -
i) All information and documents submitted through the ePermit System are true, correct and authentic.
ii) STIDC has the absolute right to reject application submitted and to instruct submission of original documents or any relevant information deemed necessary; and
I will indemnify and hold STIDC harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated
Back
Submit to OGA

1 Click **Item** hyperlink to edit **Export Items** or tick ☑ checkbox and click Delete button to remove **Export Items**.

Step 23 Supporting Document

Figure 2.110 Add supporting document

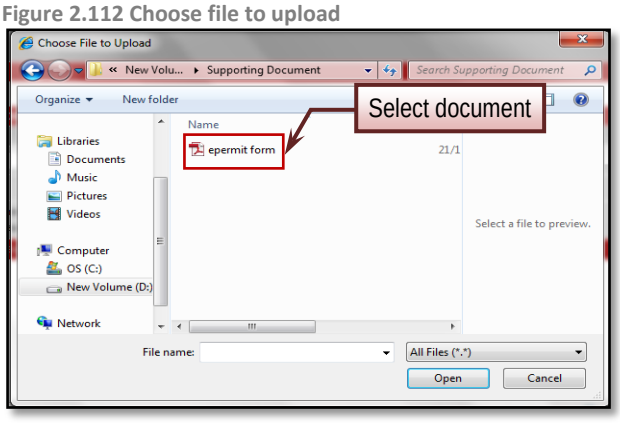
1 Click Attachment button to attach supporting document.

Figure 2.111 Click to browse

1 **Attachments** screen appears as shown.

2 Click Browse... button to select the suppporting documents file from your PC for attachment.

Figure 2.112 Choose file to upload



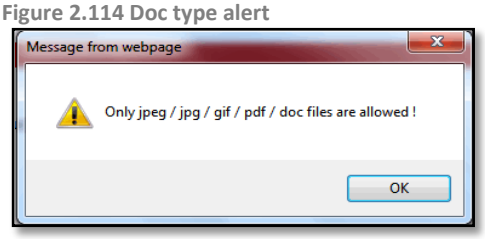
4 Select the file to be attached.

Figure 2.113 Please wait while attach file loading

5 Attachment screen to attach file(s) appears as shown.

6 If a message screen appears as below, the file you have attached is not in the listed format.

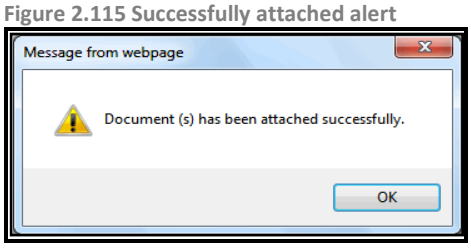
Figure 2.114 Doc type alert



7 Your file(s) must be in the listed format before you can proceed any further.

8 Attach the correct format file to proceed.

Figure 2.115 Successfully attached alert

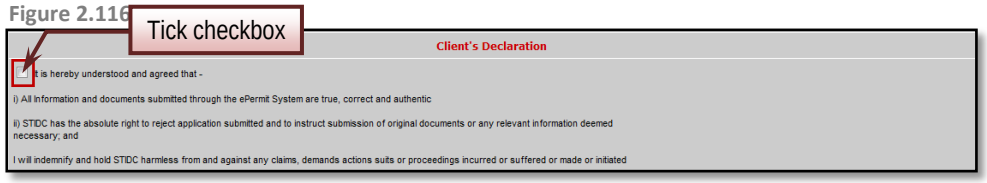


9 Message screen appears notifying the docoument(s) has been attached successfully.

10 Click OK to return to **Edit Supporting Document.**

Step 24 Client's Declaration

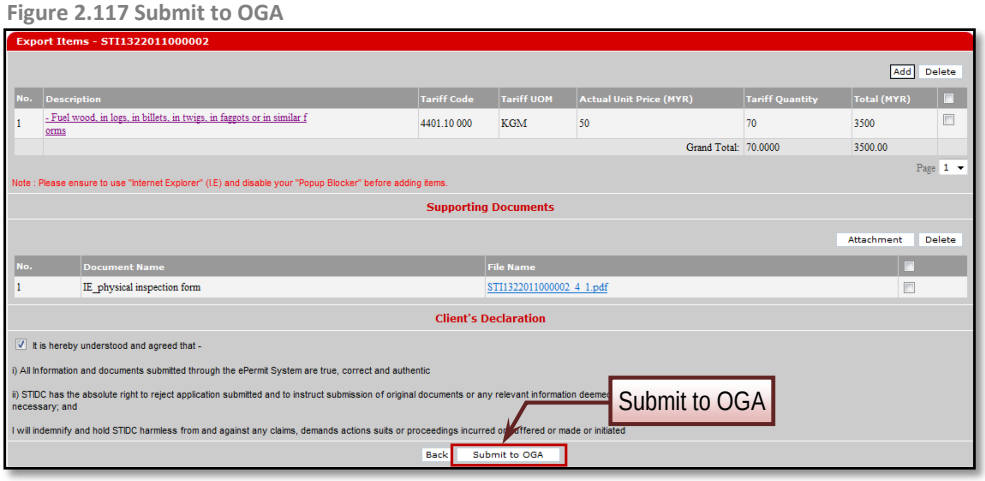
Figure 2.116


Tick checkbox
Client's Declaration
It is hereby understood and agreed that -
i) All information and documents submitted through the ePermit System are true, correct and authentic
ii) STIDC has the absolute right to reject application submitted and to instruct submission of original documents or any relevant information deemed necessary; and
I will indemnify and hold STIDC harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated

1 Click tick ☑ checkbox to agree the declaration.

Step 25 Submission To OGA

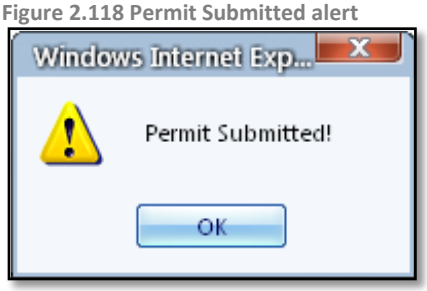
Figure 2.117 Submit to OGA


Export Items - STI1322011000002
Add
Delete
No.
Description
Tariff Code
Tariff UOM
Actual Unit Price (MYR)
Tariff Quantity
Total (MYR)
1
- Fuel wood, in logs, in billets, in twigs, in faggots or in similar forms
4401.10 000
KGM
50
70
3500
Grand Total:
70.0000
3500.00
Note : Please ensure to use "Internet Explorer" (I.E) and disable your "Popup Blocker" before adding items.
Supporting Documents
Attachment
Delete
No.
Document Name
File Name
1
IE_physical inspection form
STI1322011000002_4_1.pdf
Client's Declaration
It is hereby understood and agreed that -
i) All Information and documents submitted through the ePermit System are true, correct and authentic
ii) STIDC has the absolute right to reject application submitted and to instruct submission of original documents or any relevant information deemed necessary; and
I will indemnify and hold STIDC harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated
Back
Submit to OGA
Submit to OGA

1 Click Submit to OGA button to submit.

2 **Permit Submitted** message window appears.

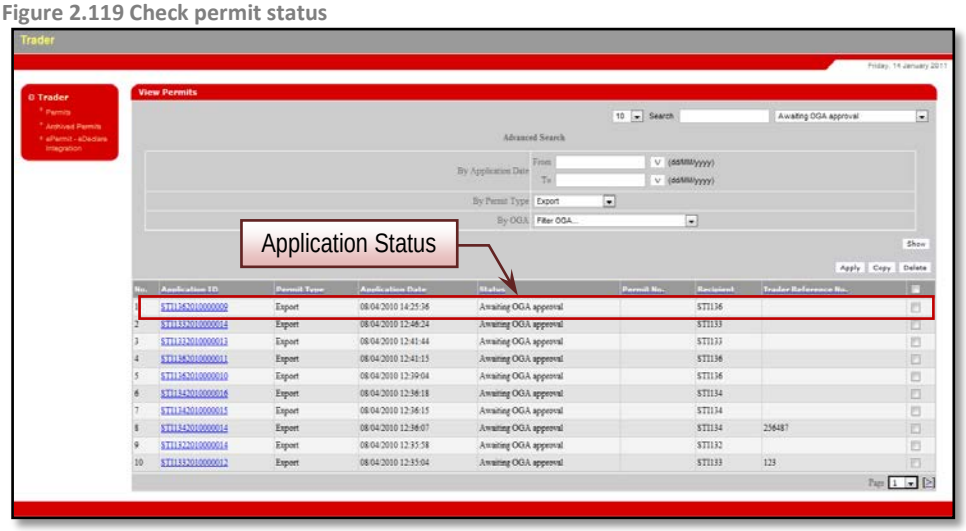
Figure 2.118 Permit Submitted alert



3 Click OK button to proceed.

Step 26 Check Permit Application Status After Submission

Figure 2.119 Check permit status



1 You can check **Permit Application Status** at **View Permits** screen.

2 The status is **" Awaiting OGA Approval".**

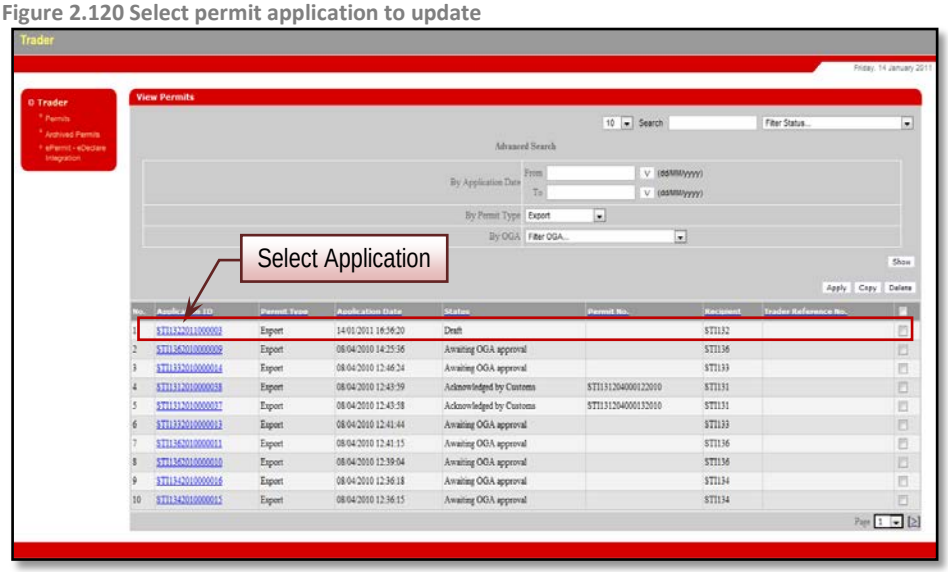
2.3 Edit Permit Application

You can edit import / export permit application if changes are required. You can only edit permit application with **"Draft"** status.

To edit an import / export permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2.120 Select permit application to update

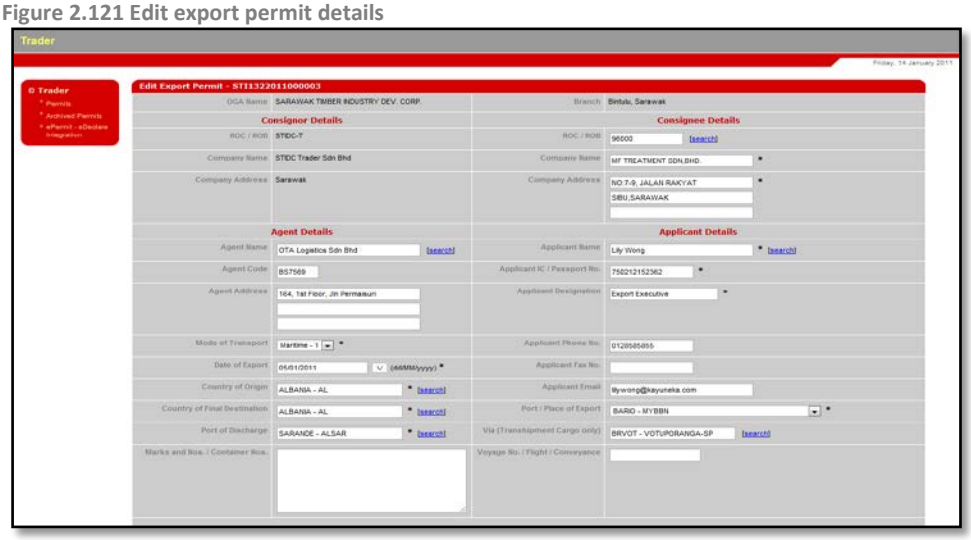


1 Select an application and click **Application ID** hyperlink.

2 **Edit Import / Export Permit** screen appears.

Step 2 Edit Import / Export Permit Screen

Figure 2.121 Edit export permit details



1 Please refer to **Applying Import Permit Application** or **Applying Export Permit Application** for details.

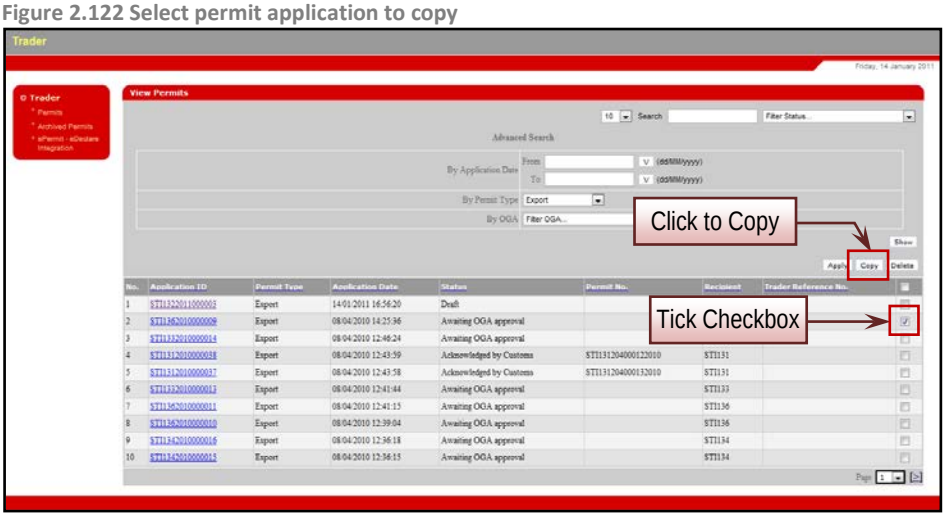
2.4 Copy Permit Application

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2.122 Select permit application to copy

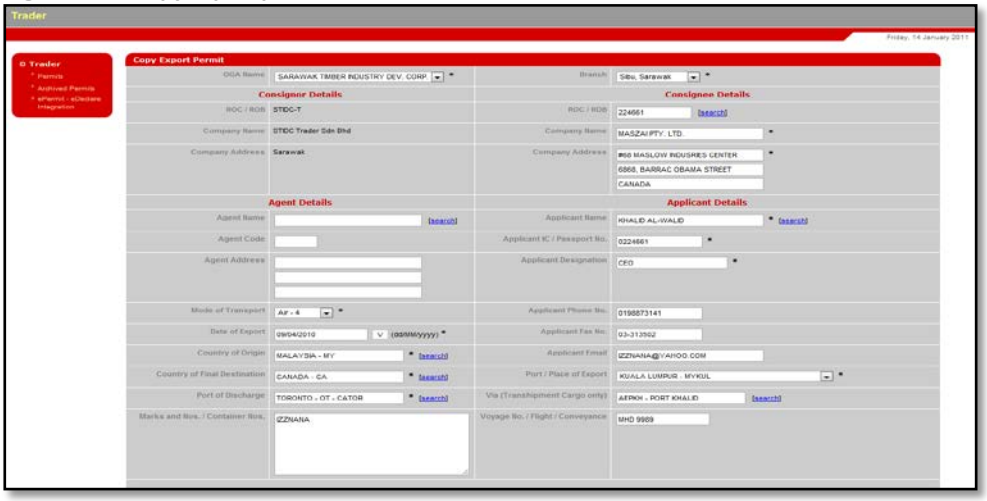


1 Select a permit application and tick ☑ the checkbox. Click Copy button to proceed.

2 **Copy Import / Export Permit** screen appears.

Step 2 Copy Import / Export Permit Screen

Figure 2.123 Copy export permit detail



1 Repeat steps in **Import/Export Permit Application**.

2 Please refer to **Import Permit Application** or **Export Permit Application** for details.

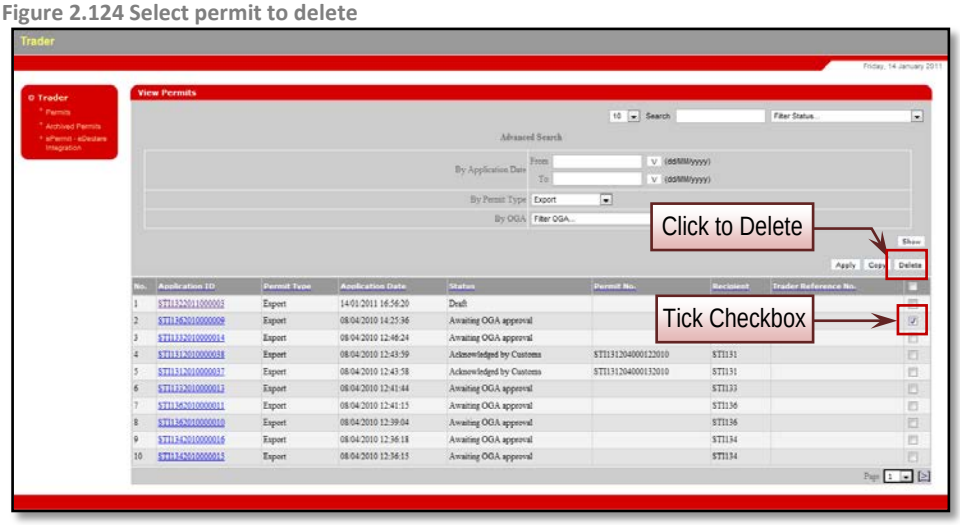
2.5 Delete Permit Application

You can only delete permit applications with 'Draft' status.

To delete a permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 2.124 Select permit to delete

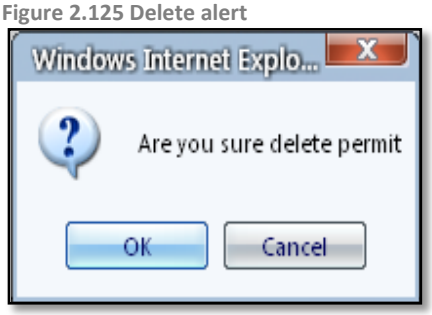


1 Select a permit application and tick ☑ the checkbox.

2 Click Delete button to proceed.

3 Delete confirmation window appears to confirm deletion of the application.

Figure 2.125 Delete alert



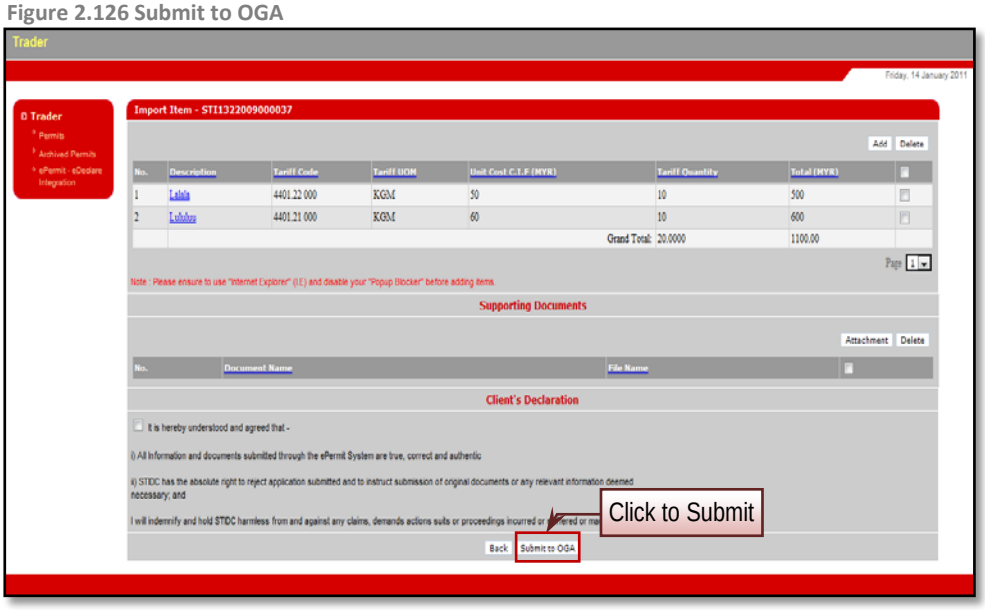
4 Click OK to proceed or Cancel to abort.

2.6 Submit Permit Application

Please refer to section 2.1 and 2.2 on apply import and export permit application. Follow the steps provided in the two sections before submitting the permit application.

Step 1 Submission To OGA

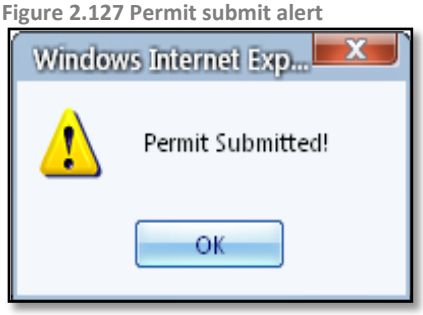
Figure 2.126 Submit to OGA



1 Click Submit to OGA button to submit.

2 **Permit Submitted** message window appears.

Figure 2.127 Permit submit alert



3 Click OK button to proceed.

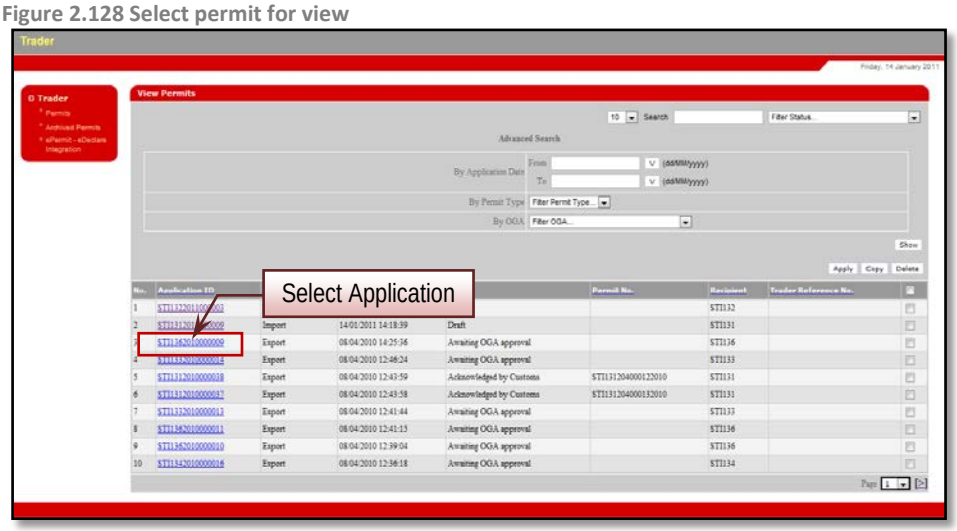
2.7 View Permit Application

You may view submitted permit applications.

To view archived permits, please follow the steps below:

Step 1 View Permit Application

Figure 2.128 Select permit for view



1 Select an application and click **Application ID** hyperlink.

2 **View Import / Export Permit** screen appears.

NOTE: You can only view Import/Export Permit details.

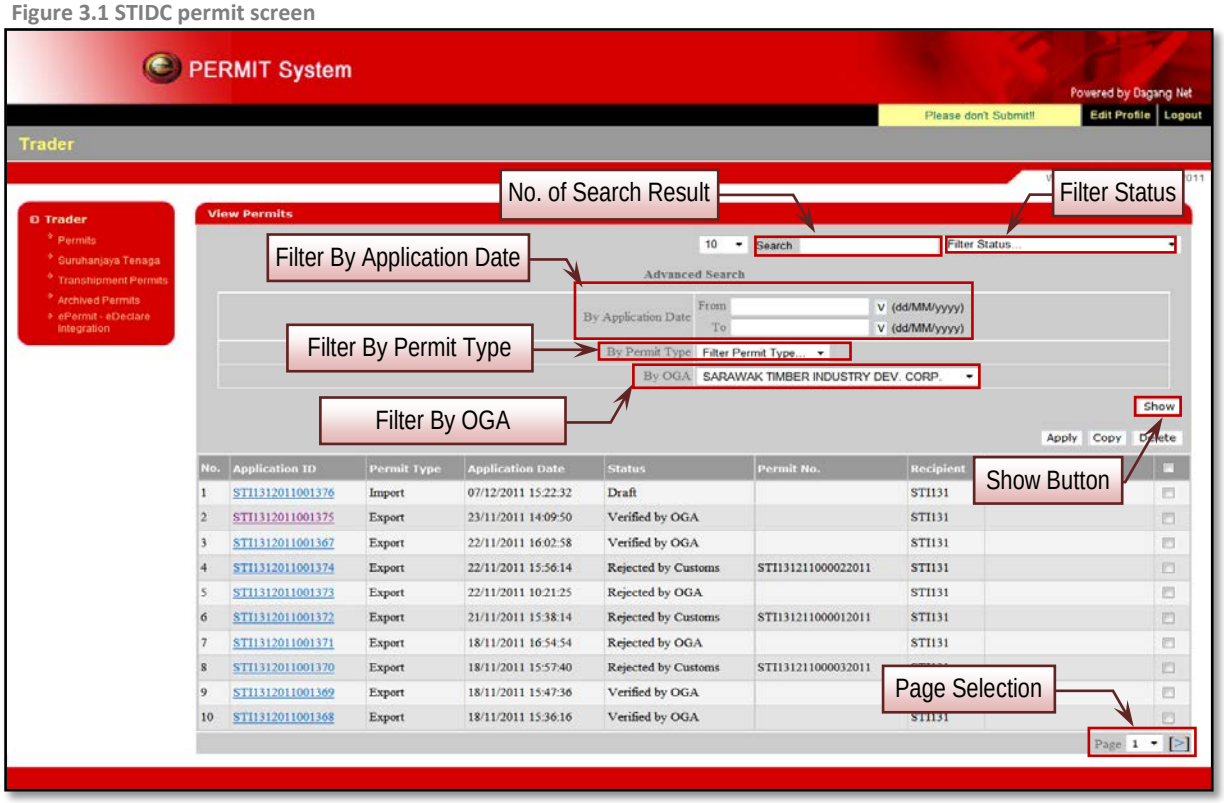
Figure 2.129 View export permit

3 Click Cancel to return to **View Permits** screen.

3 Advanced Search And Navigation

To view permits, please follow the steps below:

Figure 3.1 STIDC permit screen

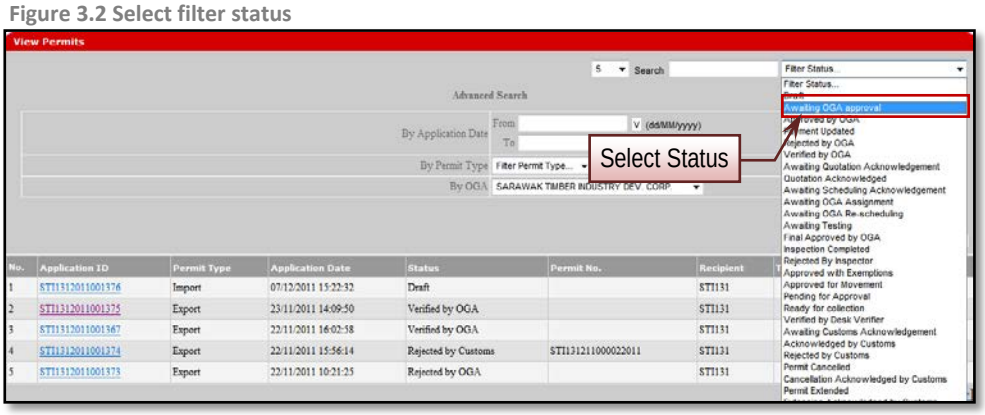


You may search for a permit application by one of the following methods;

a) **Filter Status**
b) **By Application Date**
c) **By Permit Type**
d) **By OGA**
e) **Column Header**
f) **Page Selection**

(a) Filter Status

Figure 3.2 Select filter status

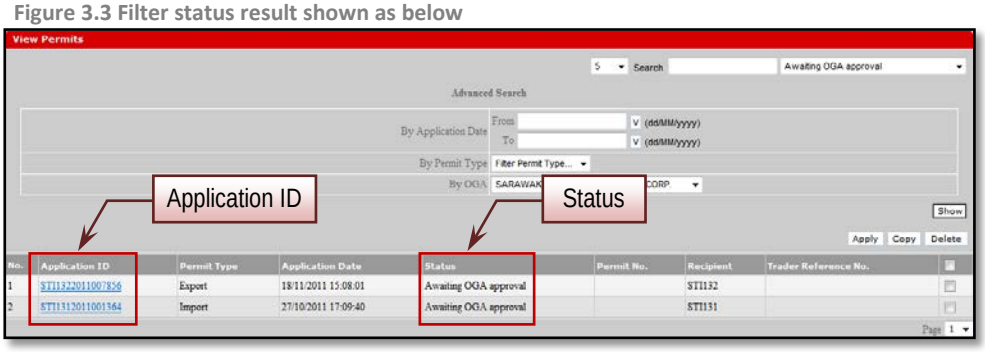


1 Click on **Filter Status** to view status.

2 Select a status; e.g: **Awaiting OGA Approval**

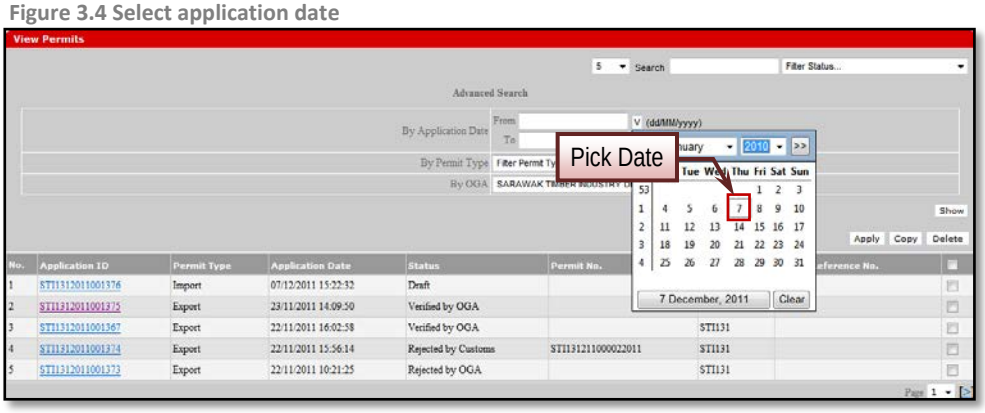
3 Click Show button to view search result.

Figure 3.3 Filter status result shown as below



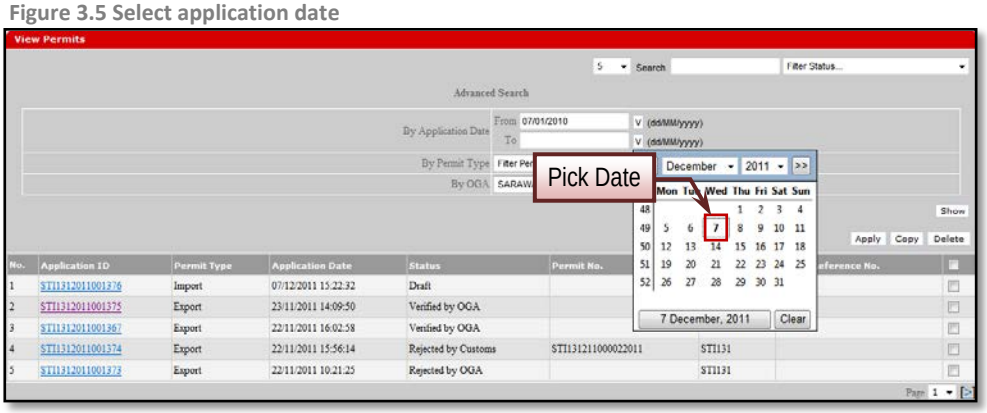
(b) By Application Date

Figure 3.4 Select application date



1 Click V to select “From” date; e.g: **07/01/2010**

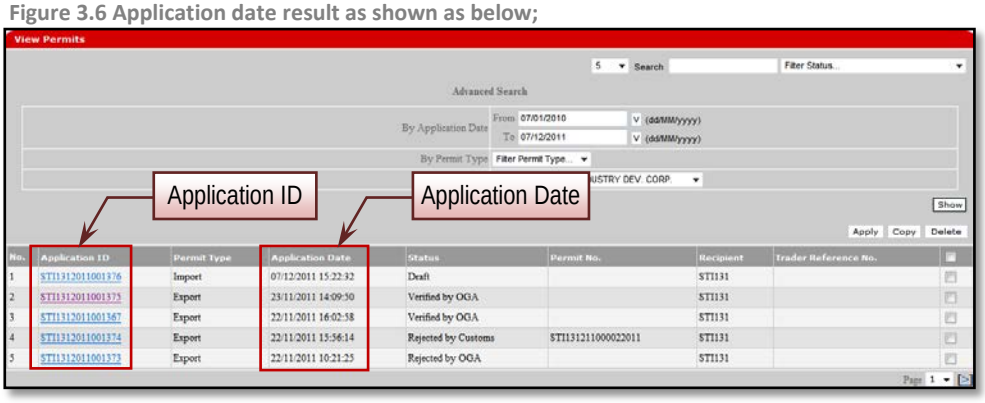
Figure 3.5 Select application date



2 Click V to select “To” date; e.g: **7/12/2011**

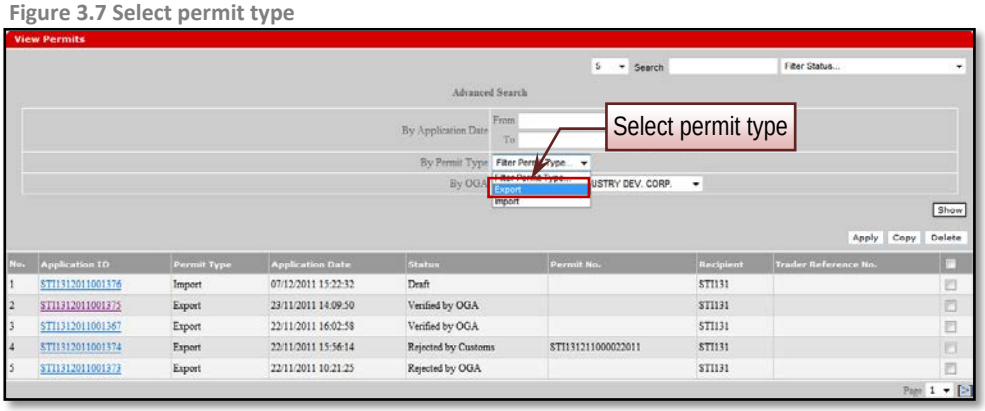
3 Click Show button to view search result.

Figure 3.6 Application date result as shown as below;



(c) By Permit Type

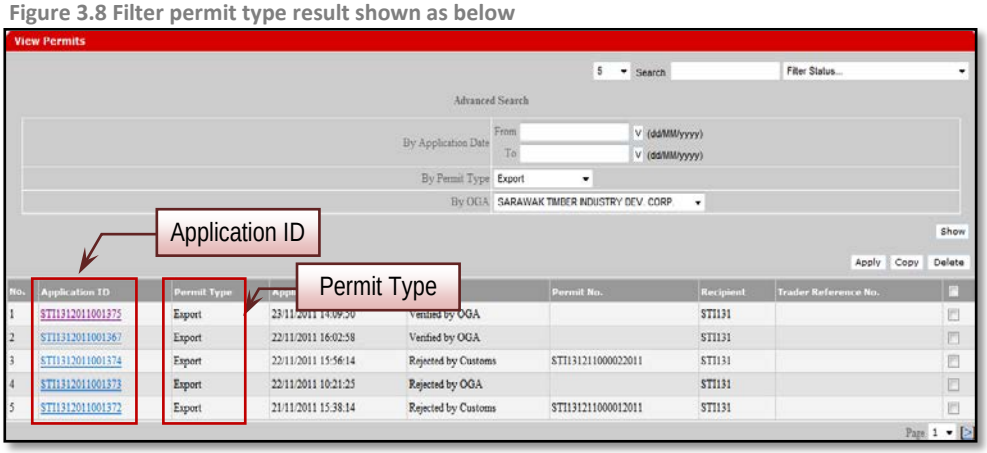
Figure 3.7 Select permit type



1 Click to select **Permit Type**; e.g: **Export**

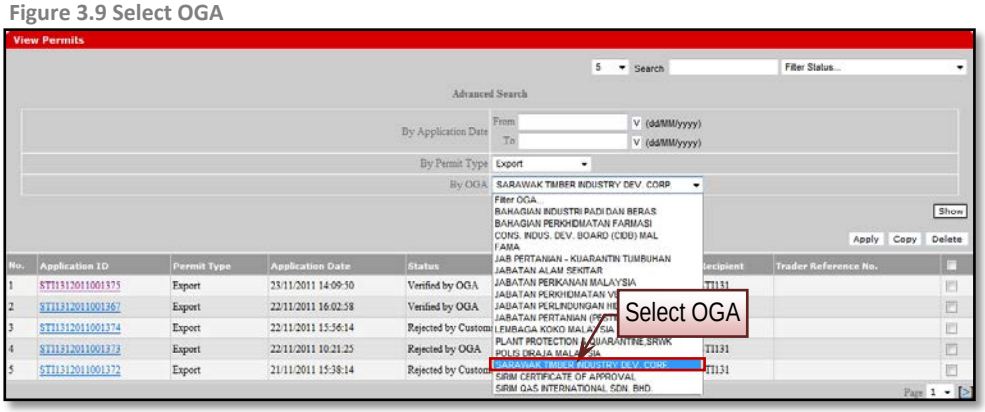
2 Click button to view search resul

Figure 3.8 Filter permit type result shown as below



(d) By OGA

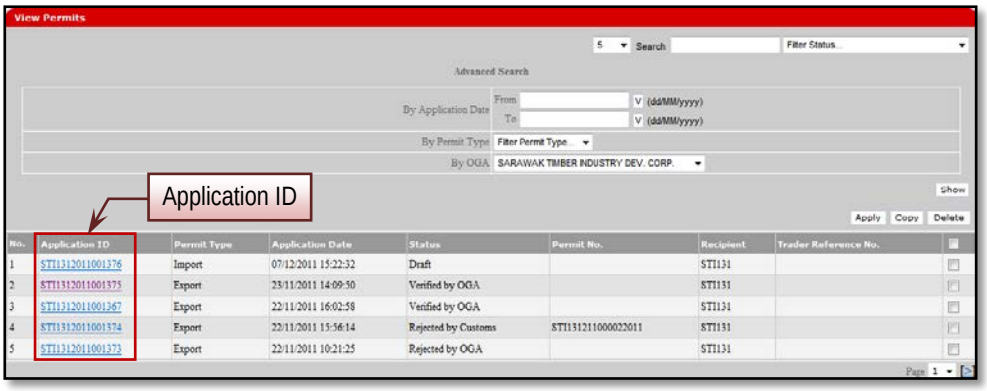
Figure 3.9 Select OGA



1 Click ▼ to select **OGA**; e.g: **Sarawak Timber Industry Dev. Corp**

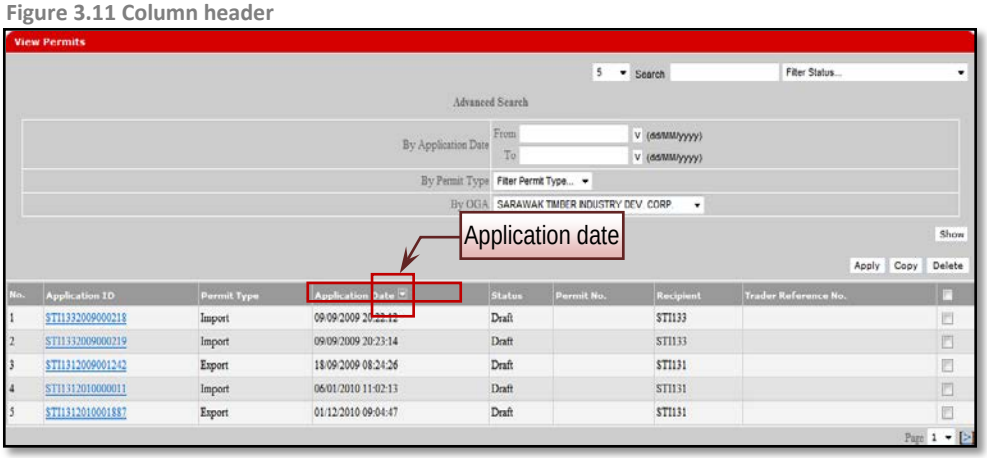
2 Click Show button to view search result.

Figure 3.10 Filter Application ID result



e) Column Header

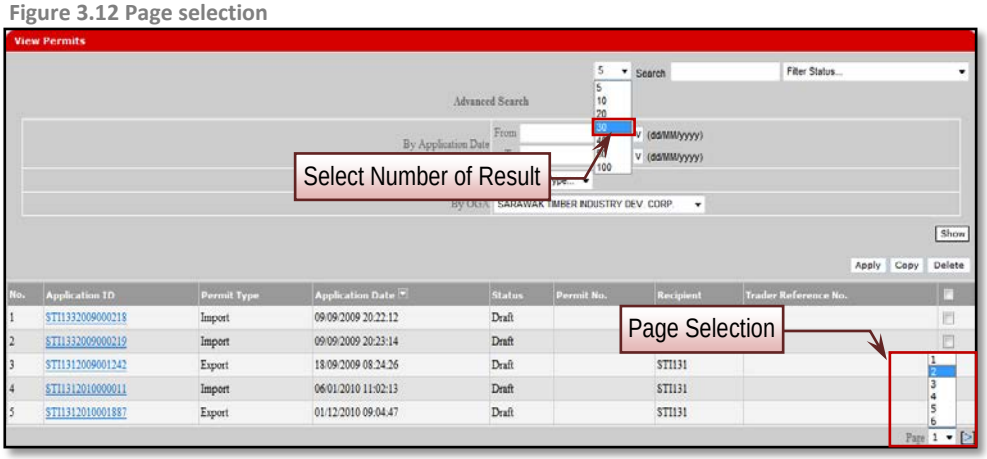
Figure 3.11 Column header



1. Click once at the header of Application Date column, the transactions will be displayed in **ascending** order; click TWICE and it will be displayed in **Descending** order as follows; the other columns work in the same manner.

f) Page Selection

Figure 3.12 Page selection



1 Select a number from the 10 drop down list box. You may choose the

number of result to be shown; e.g: **10**.

4 Archived Permits

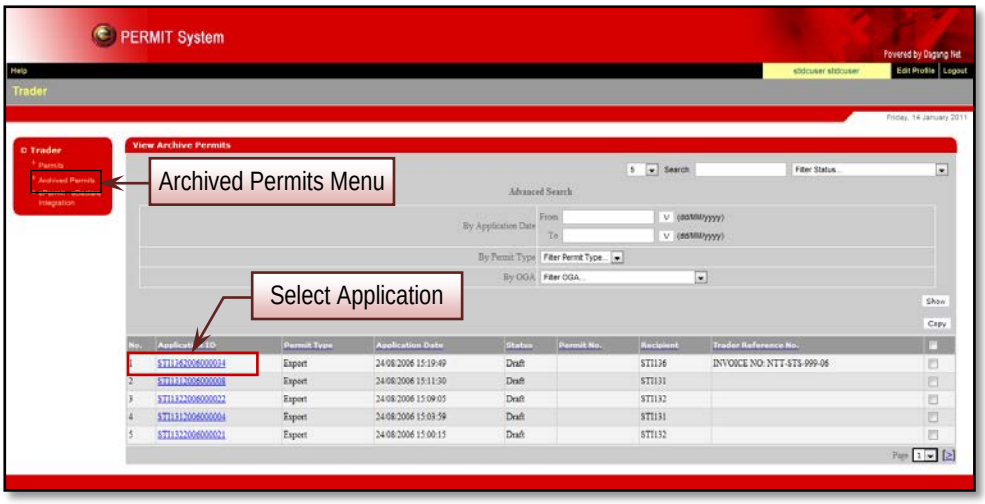
You can only view and copy permits at the Archived Permits menu. Archived Permits are previous permit application with various statuses which was moved from Permits (active list) menu by Trader Admin.

4.1 View Archived Permits

To view archived permits, please follow the steps below:

Step 1 View Permit Application

Figure 4.1 View permit application



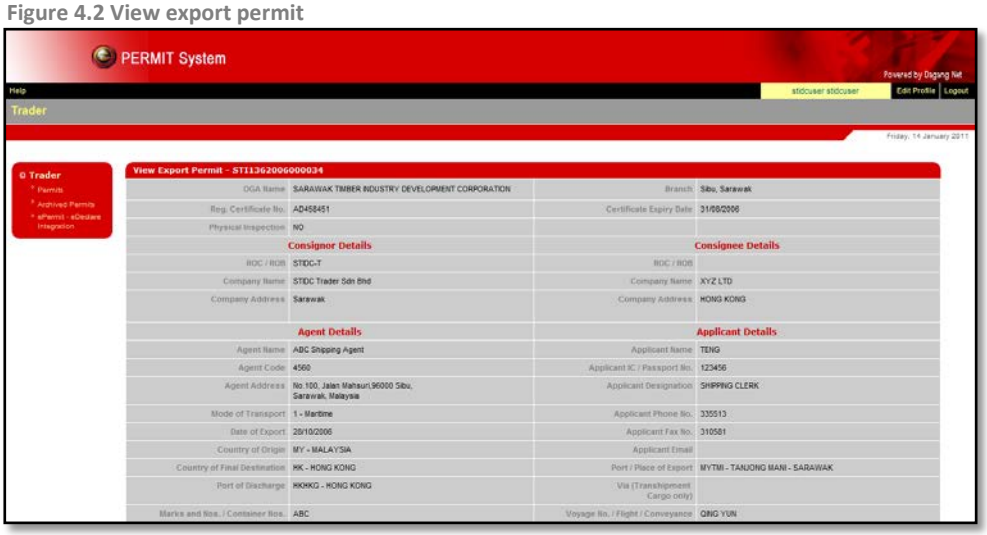
1 Click **Archived Permits** menu to view **View Archive Permits** screen.

2 Select an application and click **Application ID** hyperlink.

3 **View Import / Export Permit** screen appears.

NOTE: You can only view Import / Export Permit details.

Figure 4.2 View export permit



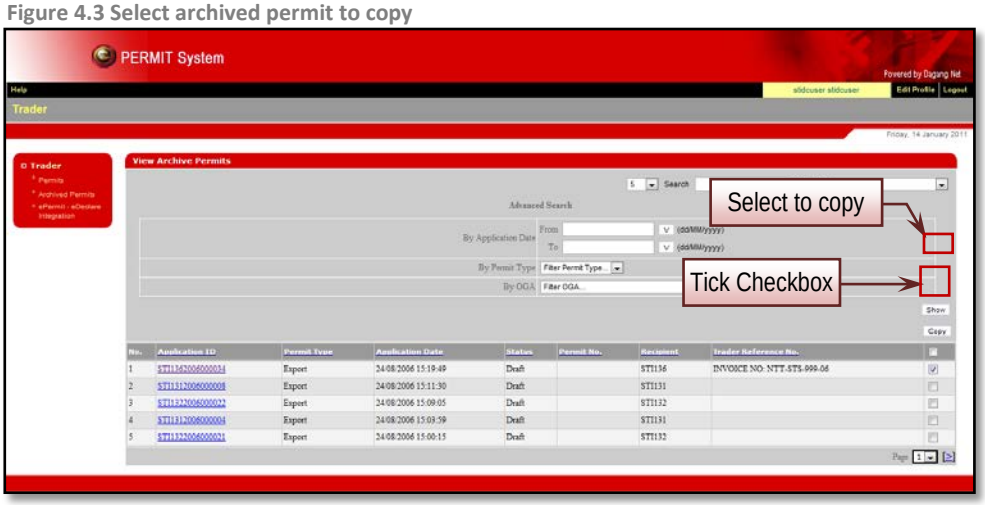
4.2 Copy Archived Permits

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

Step 1 Select Permit Application

Figure 4.3 Select archived permit to copy

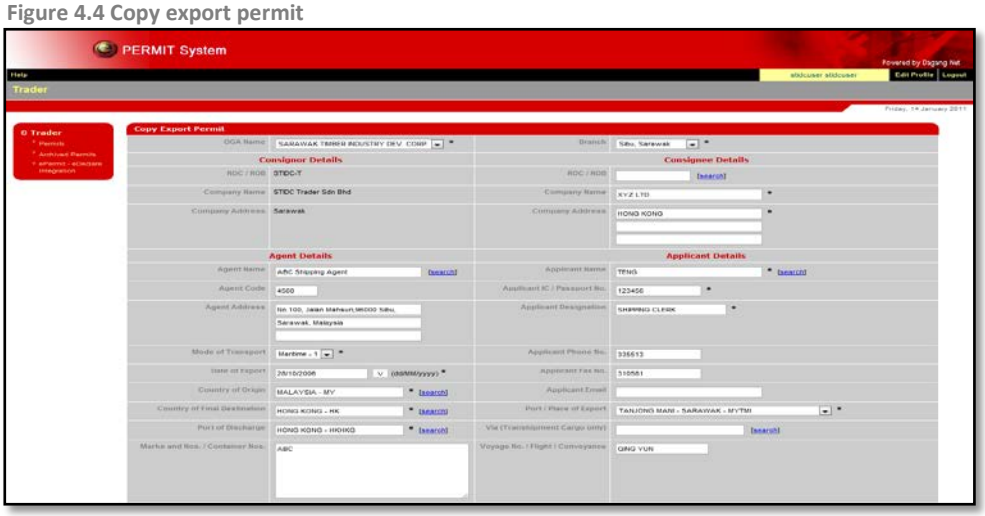


1 Select a permit application and tick ☑ the checkbox. Click Copy button to proceed.

2 **Copy Import / Export Permit** screen appears.

Step 2 Copy Import / Export Permit Screen

Figure 4.4 Copy export permit



1 Repeat steps in **Import/Export Permit Application**.

2 Please refer to **Import Permit Application** or **Export Permit Application** for details.

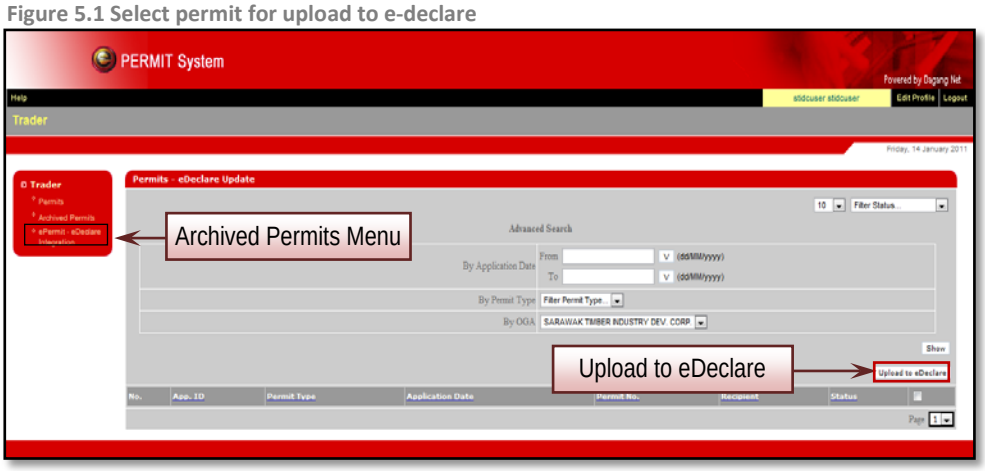
5 ePermit-eDeclare Integration

The ePermit-eDeclare Integration menu allows you to upload the application and declare Import and Export Items to Customs Department. ePermit-eDeclare menu are mainly for forwarding agent and can only be used if you have a valid Agents account.

To upload applications to eDeclare, please follow the steps below:

Step 1 Select Permit Application

Figure 5.1 Select permit for upload to e-declare



1 Click **ePermit - eDeclare Integration** menu to view **Permits - eDeclare Update** screen.

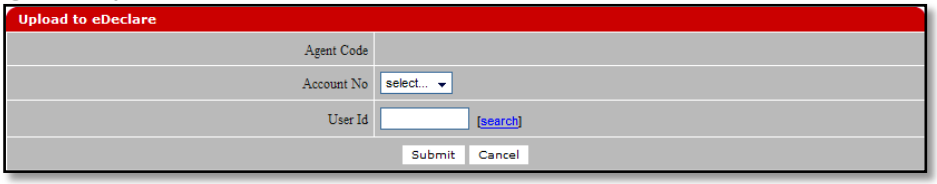
2 Select an application to be uploaded into **eDeclare,** tick ☑ on the checkbox.

3 Click [Upload to eDeclare] button.

4 **Upload to eDeclare** pop-up screen appears.

Step 2 Copy Import / Export Permit Screen

Figure 5.2 Upload to e-declare



1 Select the **Account No**.

2 Click [search] to search for **User ID**.

3 Click [Submit] button to submit the application.